



ERASMUS+

Proposal Template

**Administrative Forms (Part A)
Project Technical Description (Part B)**

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1
4 March 2020





ERASMUS+
PROPOSAL (PART B)

**Erasmus: Key action 1: Erasmus Charter
for Higher Education**

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE


Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.


Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit **20** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

TABLE OF CONTENTS

PROPOSAL (PART B)	2
COVER PAGE	5
COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES	7
1. Erasmus Policy Statement (EPS)	10
1.1 Erasmus activities included in your EPS	10
1.2 Erasmus Policy statement (EPS): your strategy	10
2. Implementation of the Fundamental Principles	14
2.1 Implementation of the new principles	14
2.2 When participating in Mobility Activities - After mobility	17
2.3 For the Purposes of Visibility.....	18

COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework

of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

CIFP Valentín Paz Andrade

Legal representative of the institution

Alfonso Silva Solla

Signature of the legal representative

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff X

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices X

Partnerships for Excellence – European Universities X

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees X

Partnerships for Innovation X

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation: X

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the

participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

CIFP Valentín Paz Andrade es una institución educativa dependiente de la Xunta de Galicia, situada en Vigo (Pontevedra). Ofrecemos una amplia gama de estudios de formación profesional en las familias de energía y agua, automoción, mantenimiento de instalaciones, madera y mueble y fabricación mecánica. Ofrecemos estos estudios en nivel básico, medio y superior. Hemos participado en programas europeos de intercambio desde hace diez años, enviando y acogiendo alumnos y profesores de múltiples países en los diferentes campos de conocimiento y niveles que impartimos.

La experiencia en programas europeos ha sido siempre un gran estímulo para nuestra institución. A lo largo de los años hemos ido afianzando relaciones con nuestros socios europeos, buscando la excelencia en los intercambios y las mejores empresas para nuestros alumnos en prácticas.

Nuestra estrategia para los próximos años será aumentar la red de contactos, estableciendo comunicaciones con otros coordinadores. Incrementar la red de centros educativos, ciudades, países, para ofrecer a nuestros alumnos un amplio abanico de posibilidades para realizar sus moviidades.

Con todo ellos, esperamos adquirir diferentes objetivos tales como:

- Mejorar competencias socio-lingüísticas
- Conocer nuevas tecnologías
- Conocer nuevos métodos de enseñanza
- Apostar por un modelo europeo de cooperación entre países e instituciones

CIFP Valentín Paz Andrade is an educational institution dependent on the Xunta de Galicia, located in Vigo (Pontevedra). We offer a wide range of professional training studies in the families of energy and water, automotive, facilities maintenance, wood and furniture and mechanical manufacturing. We offer these studies at basic, intermediate and higher levels. We have participated in European exchange programs for ten years, sending and welcoming students and teachers from multiple countries in the different fields of knowledge and levels that we teach.

Experience in European programs has always been a great stimulus for our institution. Over the years we have been strengthening relationships with our European partners, seeking excellence in exchanges and the best companies for our trainees.

Our strategy for the coming years will be to increase the network of contacts, establishing communications with other coordinators. Increase the network of educational centers, cities, countries, to offer our students a wide range of possibilities to carry out their mobility.

With all of them, we hope to acquire different objectives such as:

- Improve socio-linguistic skills
- Know new technologies

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:
https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

- Know new teaching methods
- Bet on a European model of cooperation between countries and institutions

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

CIFP Valentín Paz Andrade ha estado participando activamente en programas KA102 y KA103 durante los pasados cursos, y está actualmente iniciando un proyecto KA107. Para los siguientes años, como hemos indicado en nuestra estrategia, desarrollaremos nuestras competencias en diferentes áreas para cumplir con los objetivos fijados:

- Aumentaremos la cartera de empresas que ofrecemos a nuestros socios europeos para recibir a más alumnos y profesores en nuestra institución.
- Implementaremos clases de refuerzo en el centro para mejorar la competencia lingüística de alumnos y profesores en diferentes idiomas.
- Mejoraremos nuestra página web, traduciendo contenidos y ofreciendo más información de programas internacionales, tanto para nuestros alumnos como para todo aquel que quiera informarse sobre nuestras enseñanzas y diferentes programas de intercambio.
- Animar a los alumnos a participar en los programas Erasmus.
- Seguir cumpliendo la política Erasmus.

CIFP Valentín Paz Andrade has been actively participating in KA102 and KA103 programs during past courses, and is currently initiating a KA107 project. For the following years, as we have indicated in our strategy, we will develop our competences in different areas to meet the objectives set:

- We will increase the portfolio of companies that we offer to our European partners to receive more students and teachers at our institution.
- We will implement reinforcement classes in the center to improve the linguistic competence of students and teachers in different languages.
- We will improve our website, translating content and offering more information on international programs, both for our students and for anyone who wants to find out about our teachings and different exchange programs.
- Encourage students to participate in Erasmus programs.
- Continue to comply with the Erasmus policy.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an

indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

CIFP Valentín Paz Andrade pretende que el número de alumnos y profesores que participan en programas internacionales siga aumentando, así como la calidad de esas movilizaciones. También pretendemos involucrarnos en programas de cooperación con otros socios.

Además, pretendemos seguir fomentando el multilingüismo en nuestro centro. Para ello, las movilizaciones de profesorado serán muy importantes (venimos aumentando estas movilizaciones año tras año).Re

El impacto en nuestra institución será monitorizado por varias vías:

- Auditorías externas que valoren la ejecución y resultados de la coordinación de programas internacionales. Esta auditoría será anual.
- Informes Erasmus de cada proyecto en el que estemos involucrados.
- Tablas de resultados y gráficas explicativas de todas las movilizaciones realizadas.
- Permisos para impartir asignaturas en otros idiomas (será un buen indicativo de la consecución de objetivos).
- Reconocimientos de nuestra labor en el programa Erasmus.

CIFP Valentín Paz Andrade intends that the number of students and teachers participating in international programs continue to increase, as well as the quality of these mobilities. We also intend to get involved in cooperation programs with other partners.

Furthermore, we intend to continue promoting multilingualism in our center. For this, the mobility of teachers will be very important (we have been increasing these mobility year after year).

The impact on our institution will be monitored in several ways:

- External audits that assess the execution and results of the coordination of international programs. This audit will be annual.
- Erasmus reports of each project in which we are involved.
- Results tables and explanatory graphs of all the mobilities carried out.
- Permits to teach subjects in other languages (it will be a good indication of the achievement of objectives).
- Acknowledgments of our work in the Erasmus program.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

CIFP Valentín Paz Andrade, tal y como indican las instrucciones del SEPIE y Erasmus+, respeta una total transparencia a la hora de ofrecer información y hacer la selección de profesores y alumnos para la participación en movibilidades.

- Toda la información sobre los programas está actualizada en la página web del centro.
- Se informa a alumnos y profesores, al principio de curso, sobre los programas internacionales del centro y las oportunidades que estas ofrecen.
- El coordinador tiene horas disponibles para recibir en el despacho a todo alumno o profesor que quiera más información sobre los programas o resolver dudas.
- Se informa sobre la cuantía de las becas para cada programa
- Las actas provisionales pasan por unos criterios de selección, abiertos y públicos, antes de redactarse las actas finales de participantes.

Ningún participante ha sufrido, ni sufrirá, discriminación por razón de sexo, religión, situación económica u condición desfavorable.

Se prestará una especial atención a aquellos profesores o alumnos que presenten necesidades especiales.

CIFP Valentín Paz Andrade, as indicated by the instructions of the SEPIE and Erasmus +, respects total transparency when it comes to offering information and making the selection of teachers and students for participation in mobility.

- All the information about the programs is updated on the website of the center.
- Students and teachers are informed, at the beginning of the course, about the centre's international programs and the opportunities they offer.
- The coordinator has hours available to receive in the office any student or teacher who wants more information about the programs or to answer questions.
- Information is given on the amount of scholarships for each program
- The provisional acts go through selection criteria, open and public, before drafting the final acts of the participants.

No participant has suffered, nor will suffer, discrimination based on sex, religion, economic situation or unfavorable condition.

Special attention will be paid to those teachers or students who present special needs.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website².

CIFP Valentín Paz Andrade ha venido fomentando el uso de la tarjeta de estudiante europea y las aplicaciones Erasmus desde su aparición.

Para ello, se toman las siguientes medidas:

- Informar a los alumnos sobre la tarjeta de estudiante europea.
- Explicar a los alumnos el modo de obtener la tarjeta de estudiante europea.
- Informar a los alumnos sobre aplicaciones interesantes a la hora de afrontar una movilidad europea. En concreto, la aplicación Erasmus+.
- Explicar a los alumnos el modo de obtener dichas aplicaciones.

CIFP Valentín Paz Andrade has been promoting the use of the European student card and Erasmus applications since its inception.

For this, the following measures are taken:

- Inform students about the European student card.
- Explain to the students how to obtain the European student card.
- Inform students about interesting applications when facing European mobility. Specifically, the Erasmus + application.
- Explain to the students how to obtain these applications.

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

CIFP Valentín Paz Andrade tiene unos protocolos propios de respeto por el medio ambiente:

- Reciclaje.
- Uso de energías renovables.
- Zonas verdes.
- Fomento de la movilidad sostenible

Estos valores son extrapolables al ámbito del programa Erasmus+:

- Compartiendo nuestro conocimiento en la materia con los profesores y alumnos que recibimos en nuestro centro.
- Adquiriendo nuevas ideas y modos de actuación de otros centros europeos que visitamos.

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

CIFP Valentín Paz Andrade has its own protocols of respect for the environment:

- Recycling.
- Use of renewable energy.
- Parkland.
- Promotion of sustainable mobility

These values can be extrapolated to the scope of the Erasmus + program:

- Sharing our knowledge on the subject with the teachers and students we receive at our center.
- Acquiring new ideas and ways of acting from other European centers that we visit.

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

CIFP Valentín Paz Andrade siempre ha promovido el compromiso civil del alumnado que realiza movilizaciones en otros países, así como fomenta el comportamiento cívico y el respeto por la cultura de los estudiantes y profesores que acoge. Entre otras medidas:

- Se informa a los alumnos y profesores sobre la cultura del país que visita, sus costumbres, su religión y su forma de vida.
- Se infunde desde la propia institución un profundo respeto por las personas.
- Enseñanzas en valores y cuidado del espacio común.
- Todos los alumnos y profesores están protegidos por un seguro de responsabilidad civil.
- Para los alumnos y profesores que recibimos. Se les facilita información sobre la cultura de nuestro país, así como otra información de utilidad relativa a los medios de transporte, visitas a lugares emblemáticos, gastronomía o deportes.

CIFP Valentín Paz Andrade has always promoted the civil commitment of students who carry out mobility in other countries, as well as fostering civic behavior and respect for the culture of the students and teachers it welcomes. Among other measures:

- Students and teachers are informed about the culture of the country they visit, their customs, their religion and their way of life.
- A deep respect for people is instilled from the institution itself.
- Teachings in values and care of the common space.
- All students and teachers are protected by civil liability insurance.
- For the students and teachers we receive. They are provided with information about the culture of our country, as well as other useful information regarding means of transport, visits to emblematic places, gastronomy or sports.

2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

En nuestro caso, siendo un centro de formación profesional, a os alumnos que realizan prácticas mediante el programa Erasmus+ se les reconoce el periodo de estancia en la empresa:

- Convenio de prácticas firmado por el centro y el alumno.
- Compromiso de calidad
- Programa de trabajo
- Seguimiento y registro en Mobility Tool.
- Documento Europass.

Una vez finalizado el periodo de prácticas, y con todos los documentos firmados por parte de la institución, el alumno y el tutor de prácticas en la empresa, dichas prácticas son reconocidas y aprobadas por el equipo docente para la posterior consecución del título.

In our case, being a vocational training center, students who do internships through the Erasmus + program are recognized for the period of stay in the company:

- Internship agreement signed by the center and the student.
- Quality commitment
- Job program
- Tracking and registration in Mobility Tool.
- Europass document.

Once the internship period has ended, and with all the documents signed by the institution, the student and the internship tutor in the company, these internships are recognized and approved by the teaching team for the subsequent achievement of the degree.

Please describe your institution's measures to support, promote and recognise staff mobility:

Las movilidades del personal del centro han sido promovidas desde la coordinación por diferentes vías:

- Página web.
- Cartelería.
- Reuniones.

CIFP Valentín Paz Andrade anima a todo su personal a realizar movilidades con el fin de internacionalizar la institución y recoger todo el conocimiento adquirido en ellas. Además, estamos fomentando el plurilingüismo en el centro educativo.

El reconocimiento de las movilidades es, por un lado, por parte del propio centro formativo, que se nutre de la experiencia, y, por otro, por parte de las instituciones educativas:

³ The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

- Reconocimiento de la movilidad en forma de horas.

The mobility of the center's staff has been promoted through coordination through different channels:

- Web page.
- Posters.
- Meetings.

CIFP Valentín Paz Andrade encourages all its staff to carry out mobilities in order to internationalize the institution and collect all the knowledge acquired from them. Furthermore, we are promoting multilingualism in the educational center.

The recognition of mobility is, on the one hand, by the training center itself, which is nourished by experience, and, on the other, by educational institutions:

- Recognition of mobility in the form of hours.

2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

CIFP Valentín Paz Andrade acogerá la declaración de política Erasmus en la página web del centro:

<http://www.cifpvalentinpazandrade.es/>

Las actividades respaldadas por el programa son promovidas durante todo el año:

- Siempre están disponibles en la página web, en donde se actualizan con regularidad las nuevas noticias y actividades.
- Cada inicio de curso, se realizan reuniones informativas para que los alumnos puedan recibir, por parte del coordinador, toda la información relevante sobre el programa Erasmus+.
- La coordinación siempre está disponible para resolver preguntas y dudas sobre el programa erasmus.
- Para los alumnos inscritos en el programa, se realizan reuniones periódicas en las que se debate sobre la marcha del programa y sus movilidades.

CIFP Valentín Paz Andrade will host the Erasmus policy statement on the center's website:

<http://www.cifpvalentinpazandrade.es/>

The activities supported by the program are promoted throughout the year:

- They are always available on the website, where new news and activities are regularly updated.
- At the beginning of the course, informative meetings are held so that the students can receive, from the coordinator, all the relevant information about the Erasmus + program.
- Coordination is always available to resolve questions and concerns about the Erasmus program.

- For students enrolled in the program, regular meetings are held to discuss the progress of the program and their mobility.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

El personal del centro siempre tiene disponible la información en la página web. De todos modos, la coordinación informará sobre esta información por las siguientes vías:

- Reuniones generales para todo el personal del centro.
- Reuniones específicas para aquellos que vayan a realizar una movilidad. En dichas reuniones se explicarán con más detalle los principios de la política Erasmus.

Center staff always have information available on the website. In any case, the coordination will report on this information through the following channels:

- General meetings for all center staff.
- Specific meetings for those who are going to carry out a mobility. These meetings will explain in more detail the principles of the Erasmus policy.