

INFO PACK

“Career Kickstarter”

KA1 Youth Mobility - Training Course

8th – 17th June 2018

Velké Pavlovice, Czech Republic



Erasmus+

Project Summary

- **Type:** Erasmus+ K1 Mobility of Youth Workers
- **Topic:** Youth Employment
- **Location:** Velké Pavlovice, Czech Republic
- **Dates:** 8th – 17th June 2018 (8th and 17th are travel dates)
- **Countries:** Czech Republic, Romania, France, Hungary, Macedonia, Lithuania, Poland and Slovakia
- **Participants:** 3 participants from CZ, RO, LT, SK and 4 participants from FR, MK, PL, HU
- **Target group:** youth workers
- **Working language:** English
- **Application form:** ap.erasmusprojects.org/ck
- **Contact:** info@fourlinks.org
- **Facebook group:** www.facebook.com/groups/218428908901248

Our goal is to organise a training course between **8th – 17th June 2018** in **Velké Pavlovice, Czech Republic** on how to apply non-formal methods to facilitate the access of youths to the labor market.

To see what to expect check out our video from the previous project: youtu.be/iHp2uackAsE

Project Overview

The Erasmus+ project "Career Kickstarter" consists of non-formal methods to empower young people to increase their employability. In this training course we will discover the meaning and the impact of the non-formal methods and techniques in the youth work and will develop competences in how to apply it in the context of increasing youth employment.

Objectives of the project are to increase the level of knowledge, abilities and positive attitudes of youth workers in applying non-formal methods to facilitate the access of youths to the labor market as well as to increase the capacity of organizing events, activities and workshops for youths that can higher their chances to access the labor market.

Accommodation and Venue:

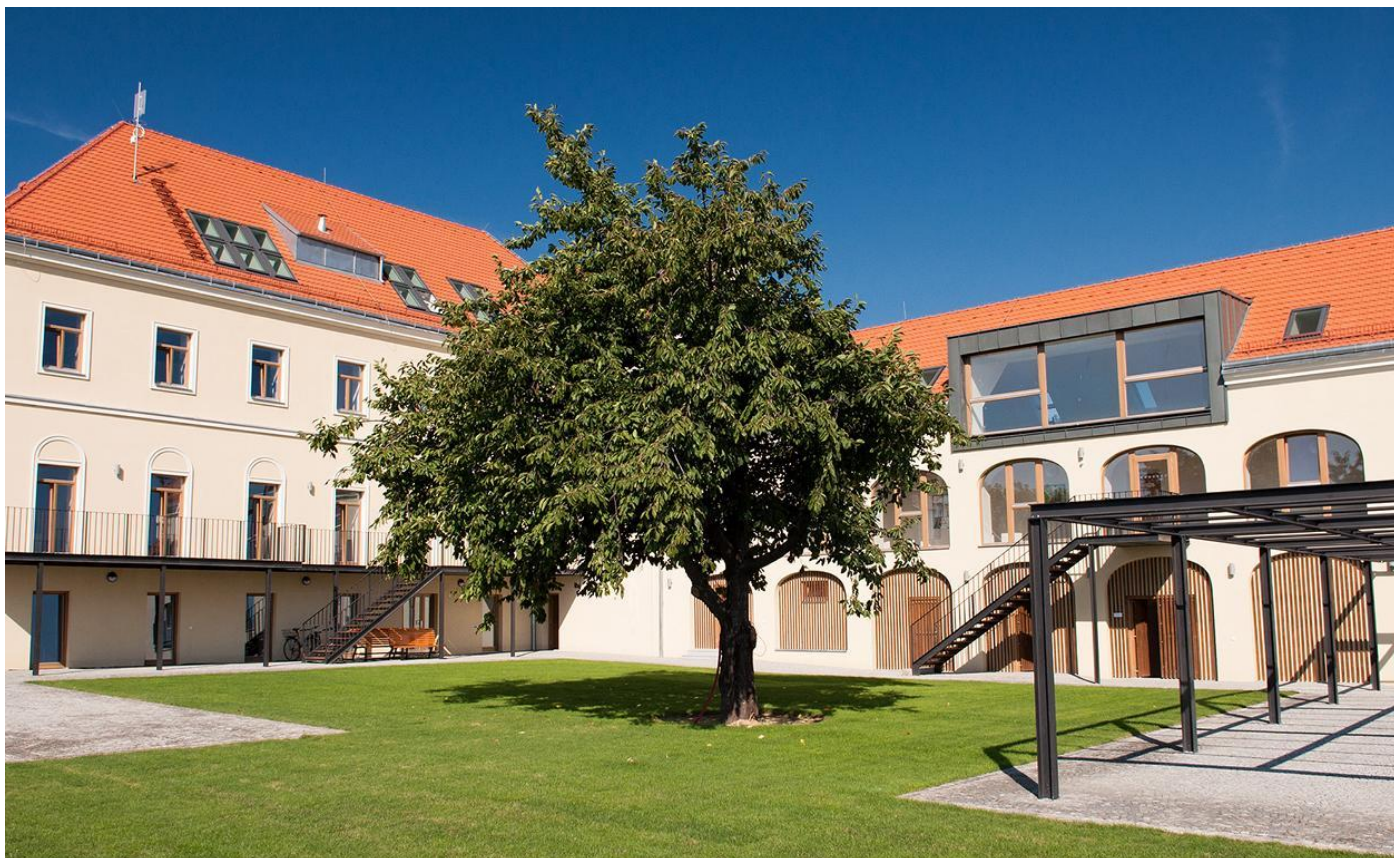
The host organization will provide and cover the accommodation and food.

The hotel is located in the heart of Velké Pavlovice, only 40 km away from Brno – the second largest city of Czech Republic.

The project will be held at “Ekocentrum Trkmanka”, which is a reconstructed former Renaissance fortress. Accommodation will be arranged for **2-3 persons/room**, grouped by gender. Breakfast, lunch and dinner will be served at the same location every day. Each room

has its own bathroom. There is a free internet wireless connection available but the speed might be very slow in comparison to your normal internet in your country.

Please be prepared that you might not get a proper internet access for the whole project.



Project Schedule

The structure of the training course will consist of the following five phases:

Phase 1 – team building, getting to know each other; Code of Conduct; safety, protection and risk prevention; introduction to Youthpass; expectations, fears and contributions.

Phase 2 – theoretical background on non-formal methodology and techniques in the context of European youth work and hands on experiencing the core skills of a youth worker.

Phase 3 – applying tools to empower youths, applying the set of tools developed in the previous days to support students within the work visit community in Brno, where participants will interact with locals.

Phase 4 – discovering Erasmus+ and thinking of future projects ideas, future partners collaboration; dissemination products.

Phase 5 – DEOR and follow-up; YouthPass certification and final evaluation.

Daily timetable:

08:30 – 09:30 – Breakfast

09:30 – 11:00 – Workshops I

11:00 – 11:30 – Coffee break

11:30 – 13:00 - Workshops II

13:00 – 14:00 – Lunch

15:30 – 17:00 – Workshops III

17:00 – 17:30 – Coffee break

17:30 – 19:00 – Workshops IV

19:00 – 20:00 – Dinner

21:00 – ??? – Night program


























Travel Information

Coming to the project from Vienna, Bratislava or Prague there is a direct train connection between these cities and Brno. Velké Pavlovice is accessible by a direct train coming from Brno. You can find public transport time schedules here: <https://jizdnirady.idnes.cz>

Brno » Zaječí

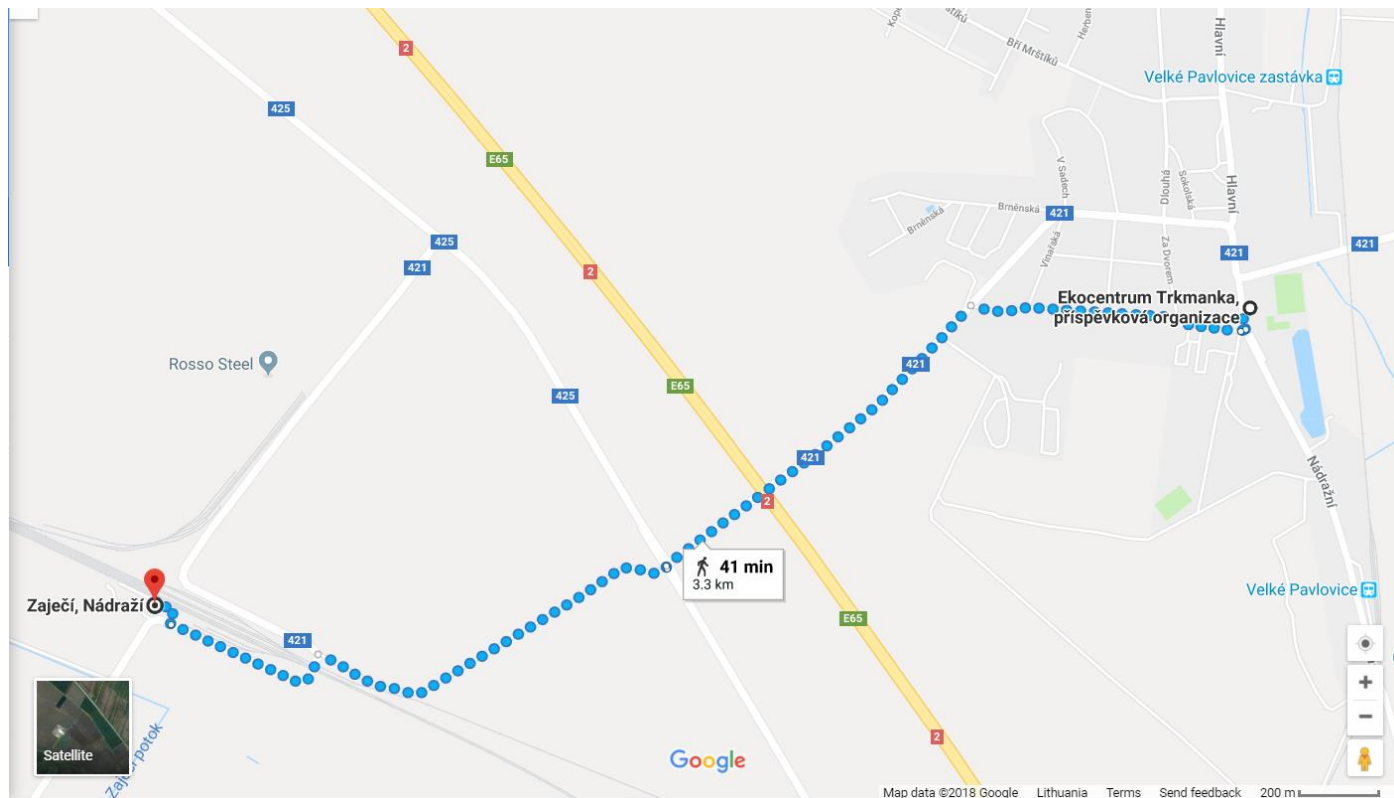
from 08.06.2018 18:00

IDOS.cz

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
8.6.	Brno hl.n. Zaječí	19:00	18:35 19:01		Rx 815 R     
Overall time 25 min. , distance 40 km  Transport operator: České dráhy, a.s.					
8.6.	Brno hl.n. Zaječí	19:24	18:37 19:25		Os 4631 
Overall time 44 min. , distance 40 km  Transport operator: České dráhy, a.s.					
8.6.	Brno hl.n. Zaječí	20:00	19:35 20:01		Sp 1777 1.2. R     
Overall time 25 min. , distance 40 km  Transport operator: České dráhy, a.s.					
8.6.	Brno hl.n. Zaječí	20:24	19:37 20:25		Os 4635  
Overall time 44 min. , distance 40 km  Transport operator: České dráhy, a.s.					
8.6.	Brno hl.n. Zaječí	21:00	20:36 21:01		R 817 R     
Overall time 24 min. , distance 40 km  Transport operator: České dráhy, a.s.					
8.6.	Brno hl.n. Zaječí	22:01	21:07 22:04		Os 4637 
Overall time 51 min. , distance 40 km  Transport operator: České dráhy, a.s.					

Financed by the European Union. The content of this publication does not reflect the official opinion of the European Union. Responsibility for the information and views expressed in this publication lies entirely with the author(s).

The arrival station is called Zaječí. The trip from Brno to Zaječí train station takes from 25 to 45 minutes. The last train departs from Brno at 21:10.



From the arrival station Zaječí there is only 3.3km to the project facilities. You can choose either to walk this distance, which would take around 40 minutes or to take another train from Zaječí station to Velké Pavlovice station. The last train departs at 21:05.

Zaječí, Nádraží » Velké Pavlovice

from 20.03.2018 18:32

IDOS.cz

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
20.3.	Zaječí,žel.st. Velké Pavlovice,aut.nádr.	>	18:48	555	Bus 728550 61
		18:55		555	

Overall time 7 min., distance 6 km
 © Transport operator: VYDOS BUS a.s.

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
20.3.	Zaječí Velké Pavlovice		19:05		Os 14527
		19:10	19:11		

Overall time 5 min., distance 4 km
 © Transport operator: České dráhy, a.s.

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
20.3.	Zaječí Velké Pavlovice		20:05		Os 14535
		20:10	20:11		

Overall time 5 min., distance 4 km
 © Transport operator: České dráhy, a.s.

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
20.3.	Zaječí Velké Pavlovice		21:05		Os 14529
		21:10	21:11		

Overall time 5 min., distance 4 km
 © Transport operator: České dráhy, a.s.

For participants traveling to Brno from Vienna, the last train departs at 19:10 in order for you to be able to catch the last train from Brno to Zaječí. It takes around 1.5 hour and the price is around 7 euros or 181 Czech koruna.

Date	From/Interchange/To	Arr.	Dep.	Note	Connections
8.6.	Wien Hbf Brno hl.n.	17:02 18:36	17:10 18:38		rj 370 Joseph Haydn R X D kino
Overall time 1 hours 26 min., distance 149 km Transport operator: ÖBB Personenverkehr (Graz Hbf->Břeclav Gr.), České dráhy, a.s. (Břeclav Gr.->Praha hl.n.)					
Date	From/Interchange/To	Arr.	Dep.	Note	Connections
8.6.	Wien Hbf Brno hl.n.		18:30 20:07		RJ 1036 RegioJet R D kino
Overall time 1 hours 37 min., distance 149 km Transport operator: RegioJet a.s.					
Date	From/Interchange/To	Arr.	Dep.	Note	Connections
8.6.	Wien Hbf Brno hl.n.	19:02 20:36	19:10 20:38		rj 372 W. A. Mozart R X D kino
Overall time 1 hours 26 min., distance 149 km Transport operator: ÖBB Personenverkehr (Graz Hbf->Břeclav Gr.), České dráhy, a.s. (Břeclav Gr.->Praha hl.n.)					

Participants traveling to Czech Republic by bus/train/plane must book the travel tickets to be in Brno train station on 8th June at 20:30 the latest to be in time to catch the last train to Zaječí and book the return tickets on 17th June with departure time after 13:00 so that there would be enough time to travel to your airports/stations from the project facilities. **Before booking any tickets please check public transport connections and contact the project coordinator for the approval.**

General Information

Weather conditions: the average temperature in June is between 20 and 25 °C during the day. Please check www.accuweather.com for more updated information about the weather.

Dress Code: Casual comfortable clothes and shoes for indoor and outdoor activities.

Cultural night: participants from each country are expected to prepare a 10-15min program to present their culture (culture, customs, music, dance, etc.) and to bring some typical local drinks and foods.

Meals: three meals and two coffee breaks per day will be provided. We will take into account all the participants' dietary aspects such as allergies, intolerances and preferences. We will also have vegetarian menu (please note that Czech Republic is not a vegetarian friendly country and the cooks might not be able to provide all kind of vegetarian dishes).

Dietary/Special requirements: please inform us as soon as possible if any participant have any dietary requirements or any other special requests.

Health and travel insurance: the participants are required by Erasmus+ program to have a valid European health insurance card and a valid travel insurance for the period of the project including the travel dates.

Transport Reimbursement

Based on relevant supporting documents each participant is entitled for reimbursement of travel costs for round trip according to Erasmus+ travel distances up to the following limits:

- Hungary, Czech Republic, Poland and Slovakia up to **180 EUR**
- Romania, France, Macedonia and Lithuania up to **275 EUR**

Email for sending all transport documents: info@fourlinks.org

The reimbursement of travel expenses is generally done within 3-4 months after the mobility if all the required supporting documents are delivered and all the project related responsibilities fulfilled. In case of delays in delivering supporting documents or fulfilling the project related task it might take longer.

To be entitled for reimbursement the participant must comply with the following guidelines:

- The travel must be economical mean for the group as a whole.
- For plane, train or bus the ticket must be economy/2nd class.
- Only eligible transport for reimbursement is authorized public transportation company.
- Examples of ineligible transportation: priority boarding, seat reservation, additional luggage, business class tickets, plane tickets on longer routes, plane tickets with stops for one night or more, taxi, rented cars, private transport companies, travel starting or ending in different country than the sending organization's country, etc.
- For electronic ticket/receipt/invoice the document must be delivered in PDF format. If it's on a website, it must be saved as PDF or printed into PDF. Screenshots or forwarded emails are not accepted.
- If no electronic version is available, the original transport ticket and receipt/invoice has to be delivered to the project coordinator. (We recommend purchasing electronic tickets whenever it's possible because of ease of use).
- The travel dates can be max 3 days prior/post project.
- The participant must be on the project for the whole duration and has to attend all the sessions.
- The participant is responsible for delivering all the documents required for reimbursement, the deadline for delivering the documents is 30 days after the end of the project.

The participant must consult with us before buying the ticket and obtain our written confirmation that we agree on the chosen transportation means and route before buying any travel tickets. We will only reimburse approved tickets.

Note: reimbursement will be done in EURO, regardless of the currency indicated on your ticket and receipt/invoice. If the ticket is bought in local currency, we will calculate your travel costs in EURO based on the exchange rates required by Erasmus+ programme.

Participants Profile

The **target group** of this project are **youth workers who are interested in personal and professional development in how to support a learning group by applying non-formal methods** and have a positive impact within their organisations and communities with the specific regard of empowering youth in achieving maximized results in their job search.

The specific criteria based on which we will evaluate applicants and select participants:

- Experience in youth work
- Interest in the topic of the project
- Motivation to participate in the project
- Experience in facilitation or supporting group learning activities

Participant's prerequisites:

- Be a youth worker
- Be present and have an active participation on all sessions of the TCs
- Show initiative and interest in the topic and follow up activities
- Be over 18 years old

For the participant's selection, the applicants will be asked to describe themselves according to above mentioned criteria, to self-evaluate their experience and competencies and to express their motivation to participate in the TCs. **An application form will be used to assess the participant's profile and potential interest in the project's topic and in subsequent dissemination activities.**

The applicant must meet the participant profile and then the motivation of the participants will be the main selection criteria. The applicant might be interviewed by us via phone or skype in case it's not apparent from the application form that the participant profile is met.

It is also important to select participants who have a clear understanding that the project does not end with the completion of activities but continues with the dissemination and presentations of the results. Gender balance and group diversity in terms of different social and cultural backgrounds should be taken into consideration.

Please invite suitable youth workers interested to take part in this project to fill the following application form: ap.erasmusprojects.org/ck/

[The deadline for applicants to fill the application form is 16th April 2018](#)

Phases and Deadlines

The selection of the participants will be done in the following phases and process:

1. Application period (till 16th April): each partner should identify suitable participants based on the participant's profile and invite them to fill the application form. The potential participant should fill the application form as detailed as they can.

2. Applicants evaluation and selection (17th – 19th April): the project coordinator with the trainer will go through filled application forms, verify that the applicants meet the above-mentioned participant's profile and confirms to the partners. The project coordinator may conduct an interview with the applicant in case there is a doubt whether he meets the participant's profile.

The partners should inform the successfully selected applicants from their countries and provide further information to plan their trip to the project venue.

In case a partner hasn't provided sufficient number of applicants or the applicants doesn't meet the participant's profile the coordinator will search for replacement on platforms like Facebook groups or Salto Youth (*Note: this scenario is unlikely but sometimes it happens, hopefully won't be the case this time*)

3. Transport planning (20th April – 10th May): the participants will be asked to plan their trip to the project venue with the assistance of partners and project coordinator. The participants must purchase the required travel (plane/train/bus) tickets for the given itinerary in advance and send the copies to the project coordinator.

The coordinator will replace the participants who didn't buy and provide tickets.

3. Preparation for the project activities (11th May – 7th June): the participants from each country will be in touch with the corresponding partner organization and project coordinator to prepare for the project activities.

8th – 17th June – Project activities

18th June – 31st July– Dissemination of the project results.

Group of participants from each country is required to organize a dissemination event in their country to communicate the result of the project to youth workers and community.