

!! This page is not part of the template. Please remove it before signing. !!

What is this template?

This is a recommended template for group learning programmes under Erasmus+ Key Action 1. The template is applicable for group mobility of learners in the fields of school education and adult education.

What is a learning programme?

A learning programme is prepared before the group mobility activity in order to describe the activities that will take place and the learning outcomes that these activities were designed to create for the participants.

The learning programme forms a part of a package of documents for preparation and follow-up of each group activity. While exceptions are possible depending on the type of activity and the context, this package will typically include:

- **Learning programme** defining the activities and learning outcomes of the group mobility
- **Participants list** including all participants and accompanying persons at the activity. A simple template for this purpose is included at the end of this document.
- **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the results of the activity. For group mobility activities, the participant report is sent to the lead accompanying person in the activity.

Is it obligatory to have a learning programme for group activities?

It is obligatory to have a learning programme for each group activity, but it is not obligatory to use this specific template.

This obligation is defined by the standard grant agreement for Erasmus+ projects that each beneficiary organisation signs with their National Agency. It requires the following supporting documentation in order to claim financial support for group mobility activities:

Supporting documents: proof of attendance of the activity in the form of a participants list (including accompanying persons) and the implemented learning programme (including the schedule of the activities, the methods used, the achieved learning outcomes, as well as the starting and end date of the activity). The supporting documents must be signed by the sending and receiving organisation.

This template is recommended by the European Commission as it contains the minimum elements required to ensure compliance with the above obligations. However, you may choose to modify the template or to use a different one, as long as the above minimum requirements are respected.

How to use this template?

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

Erasmus+ learning programme for group activities

1. Information about the learning mobility

Field	[Choose one: School education OR Adult education]
Activity type:	[Use the classification from the Erasmus+ Programme Guide]
Mode:	[Choose one: Physical OR Blended OR Virtual]
Start date:	[DD/MM/YYYY]
End date:	[DD/MM/YYYY]
Participants' profile	[Briefly describe the profile of the participants in the group activity: the education programmes they are attending at their home institution; their age groups; main learning needs; language competences, etc.]

1.1. Sending organisation

Organisation name:	[Full legal name of the sending organisation]
Address:	[Full address, including country, city and post code]

1.2. Hosting organisation

Organisation name:	[Full legal name of the hosting organisation]
Address:	[Full address, including country, city and post code]

2. Timetable

[Introduce the full timetable of the activity. The below table format is only a simple example that can be modified to best fit the specific activity.]

Timing	Activity/Session/Task
[e.g. Day 1 – 9:00]	[e.g. 'Introduction']

3. Learning programme

[To complete this section add all of the learning activities listed under 'Timetable' and describe them. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by an annexed document; in that case appropriate text should be added to reference the document.]

Activity 1: [Title]	
Learning methods:	[Describe how will the learning be organised – what methods and approaches were applied; what tasks did the participants complete]
Learning outcomes:	[Describe what will the participants learn during this activity in terms of new or improved knowledge, skills and competences]

Activity 2: [Title]	
Learning methods:	[Describe how will the learning be organised – what methods and approaches were applied; what tasks did the participants complete]
Learning outcomes:	[Describe what will the participants learn during this activity in terms of new or improved knowledge, skills and competences]

Activity 3: [Title]	
Learning methods:	[Describe how will the learning be organised – what methods and approaches were applied; what tasks did the participants complete]
Learning outcomes:	[Describe what will the participants learn during this activity in terms of new or improved knowledge, skills and competences]

Activity 4: [Title]	
Learning methods:	[Describe how will the learning be organised – what methods and approaches were applied; what tasks did the participants complete]
Learning outcomes:	[Describe what will the participants learn during this activity in terms of new or improved knowledge, skills and competences]

Activity 5: [Title]	
Learning methods:	[Describe how will the learning be organised – what methods and approaches were applied; what tasks did the participants complete]
Learning outcomes:	[Describe what will the participants learn during this activity in terms of new or improved knowledge, skills and competences]

4. Accompanying persons

The following person(s) will accompany the participants and guide the learning activities:

Full name:	
Position or qualification:	
Email:	
Phone number(s):	
Responsibilities:	

Full name:	
Position or qualification:	
Email:	
Phone number(s):	
Responsibilities:	

[Please make copies of the above table for further accompanying persons.]

5. Signatures

The signatories confirm that the information in this document is correct and complete.

For sending organisation	
Full name:	
Position:	
Date and place:	
Signature:	

For hosting organisation	
Full name:	
Position:	
Date and place:	
Signature:	

Participants list

[Please note: if you have used a different format for the participants list, it will be accepted as long as it contains at least the same information as below and it is signed by representatives of the sending and hosting organisations.]

[You can add more lines to the tables, if needed.]

Participants

#	Full name	Organisation
1		
2		
3		
4		
5		
6		
7		
8		

Accompanying persons

#	Full name	Organisation
1		
2		
3		

Signatures

The signatories confirm that the participants list is correct and complete.

For sending organisation	
Full name:	
Position:	
Date and place:	
Signature:	

For hosting organisation	
Full name:	
Position:	
Date and place:	
Signature:	