

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY (in the language of tuition - Spanish):

Fábrica de profesores de ELE: métodos innovadores en la enseñanza de español

ENGLISH:

Teachers' Factory: innovative methods of Spanish teaching

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A GRUNDTVIG GRANT (ADULT EDUCATION)

TYPE AND ORIGIN OF THE TRAINING:

- COURSE
training not resulting from an llp or previous socrates project

THEMATIC FIELD OF THE TRAINING

IN-SERVICE TRAINING IN THE FIELD OF FOREIGN LANGUAGES THE TRAINING IS

- IN LANGUAGE TEACHING METHODOLOGY
- Spanish

LANGUAGES USED FOR THE TRAINING

MAIN LANGUAGE:

Spanish

OTHER LANGUAGE/S USED DURING THE TRAINING:

English;

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

Spanish;

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

ADULT EDUCATION

- Adult education provider
- Second chance or remedial education
- Higher education institution offering outreach courses for adults
- Other sectors of adult education

TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Headteachers/principals/managers of schools/organisations offering adult education

INSTITUTION ORGANISING THE TRAINING

<u>NAME OF THE ORGANISATION:</u>	Fábrica de Idiomas
<u>STREET AND NUMBER:</u>	Plaza Vista Alegre 2,2 2
<u>POSTCODE:</u>	14004 -
<u>TOWN / CITY:</u>	Córdoba
<u>COUNTRY:</u>	Spain
<u>WEBSITE:</u>	www.fabricaideidiomas.com
<u>ORGANISER/S OF THE TRAINING:</u>	
<u>PERSON 1:</u>	Izabela Radomska
<u>TEL NR:</u>	+34 957 811044
<u>EMAIL:</u>	proyectos@fabricaideidiomas.com

FULL DESCRIPTION OF TRAINING CONTENTS

IN THE LANGUAGE OF THE TRAINING: (ES)

Preparation Cada asistente recibirá una guía de viaje realizada por Fábrica de Idiomas que le ayude a organizar de los detalles del viaje. La coordinadora del programa estará en contacto con todos los participantes para ayudarles o aconsejarles en la organización del viaje y detalles relacionados con la estancia.

Todos los participantes recibirán la programación detallada dos semanas antes del comienzo del curso junto con la propuesta de lecturas relacionadas con la metodología de la enseñanza, que deberán leer antes del comienzo del curso.

Cada participante deberá mandar por lo menos una semana antes del comienzo del curso una carta de presentación en la que describirá sus años de experiencia en la enseñanza del español, los niveles del alumnado con el que trabaja y en la que incluirá un “lesson planning” de ejemplo con el fin de conocer al grupo antes del comienzo del curso y poder enfocar mejor las actividades.

Se creará un grupo en redes sociales con acceso para los asistentes del curso en el que se compartirá toda la información referente al curso, al programa y a la estancia.

Objectives El curso va dirigido a los profesores de español no-nativos o nativos interesados en desarrollar sus técnicas de enseñanza del español como lengua extranjera. El nivel mínimo de conocimiento de español requerido es de C1.

Se trabajarán diferentes formas de la enseñanza del español para desarrollar todas las capacidades lingüísticas del alumnado y al mismo tiempo se introducirá metodología y herramientas innovadoras y un elemento lúdico en la enseñanza fomentando la creatividad del profesor.

Otro de los objetivos del curso es desarrollar 2 de las 8 competencias de la enseñanza continua establecidas por el Parlamento Europeo y el Consejo: comunicación en un idioma extranjero y fomento de la consciencia cultural y la expresión. La inmersión lingüística de los participantes garantizará una mejora de sus capacidades mediante la comunicación en español. El grupo multicultural permitirá conocer varias formas de trabajar en otros países europeos e intercambiar experiencias con sus compañeros de diferentes países.

El resultado cualitativo para los participantes será:

- mejora de capacidades lingüísticas
- mayor conocimiento de la cultura española
- conocimiento de métodos innovadores en la enseñanza del idioma
- fomento de la creatividad del profesor
- conocimiento de buenas prácticas gracias al intercambio de experiencias.

El resultado cuantitativo del curso será la difusión para un mayor número de personas de las conclusiones obtenidas mediante una publicación realizada por Fábrica de Idiomas después de realizar cuestionarios de seguimiento a los participantes de todas las sesiones. Se resumirán las conclusiones, los resultados de trabajos en grupo y de la puesta en marcha de los contenidos por cada asistente en su país. El documento se publicará en la página web de Fábrica de Idiomas y se mandará a todos los asistentes por correo electrónico.

Methodology El curso está dividido en cinco bloques temáticos:

- Taller de gramática diferente y corrección de errores. Cómo enseñar gramática de forma creativa y cómo corregir errores de manera positiva.
- Taller de cine, teatro y música. Cómo trabajar la expresión y comprensión oral en una clase.
- Taller de nuevas tecnologías. Cómo utilizar las nuevas tecnologías y las redes sociales en la enseñanza del español.
- Taller de cultura popular y el humor. Cómo enseñar español a través de la cultura.
- Taller de juegos. Cómo enseñar español a través de los juegos.

Cada día se trabajarán diferentes aspectos y enfoques de la enseñanza del español que forman parte del desarrollo lingüístico del alumnado de español. Cada sesión de trabajo se dividirá en:

- parte teórica con reflexión y debate. Se comentarán textos propuestos como lecturas introductorias al curso para fomentar la reflexión sobre el proceso de aprendizaje.
- parte práctica y de análisis: propuesta de la enseñanza del español a través de diferentes enfoques con análisis de las competencias adquiridas.
- trabajo en grupo: puesta en marcha de lo aprendido. Se promoverá la creatividad a la hora de proyectar las actividades para el alumnado.

Se promoverá el uso de material real incluidos textos literarios, material visual y musical. Las actividades culturales y de ocio tienen como objetivo la inmersión en la cultura española como parte importante de la enseñanza del idioma.

Durante las sesiones de trabajo se fomentará la participación de los asistentes, el intercambio de experiencias para conocer la realidad de otros países europeos y se compartirán buenas prácticas.

Las dinámicas de trabajo que se utilizarán:

- debate-reflexión
- ejercicios prácticos con objetivo de analizar diferentes metodologías
- trabajo en grupos
- creación de contenidos y propuestas
- inmersión cultural

Follow-up El último día se realizará un cuestionario de evaluación de los contenidos del curso, su adaptación al nivel de los asistentes y para determinar posibles mejoras en el programa. Se pedirá al mismo tiempo la evaluación de otros aspectos del curso como: el alojamiento, las actividades de ocio, la organización general, etc. Los participantes tendrán que rellenar el cuestionario de calidad que será enviado a la Agencia Nacional.

El seguimiento después del curso consistirá en la realización de un cuestionario a todos los participantes del curso con el fin de determinar:

- cómo han utilizado los conocimientos adquiridos durante su trabajo académico
- para qué han servido los ejercicios en grupo realizados durante el curso.

Al mismo tiempo se continuará el seguimiento de los participantes en el grupo creado para este fin en redes sociales (peer-networking) donde todos los asistentes podrán intercambiar nuevas experiencias, buenas prácticas y conocimientos, así como compartir impresiones y opiniones sobre nuevas formas de la enseñanza.

ENGLISH:

Preparation Each participant will receive a travel's guide made by Fabrica de Idiomas that will help him/her organise trip's details. The program coordinator will be in contact with all participants to help or advise them on the trip's organization and stay.

All participants will receive a detailed program two weeks before the beginning of the course together with the readings related to teaching methodology, which they should read before the beginning of the course. Each participant should send, at least a week before the course starts, an introductory letter which should include: years of experience teaching Spanish, levels he/she works with and a lesson planning. This procedure is required as a means of knowing basic information about the group to get the maximum profit to all the activities proposed.

There will be a group in social media with access for the course participants where all information related to the course, program and stay will be shared.

Objectives The course is directed to teachers of Spanish either native or non-native, interested in developing their teaching methods of Spanish as a foreign language. The minimum level of Spanish required to attend the course is C1.

The objective of the course is to work on different ways of teaching Spanish to develop all the linguistic capacities of the students and, at the same time, introduce innovative tools and methodology as well as a recreational element in language teaching to promote teachers' creativity.

Another course's objective is to develop two out of the eight teaching competences established by the European Parliament and Council: communication in a foreign language and promotion of the cultural conscience and expression. The participants' linguistic immersion will grant an improvement in their capacities through communication in Spanish. The multicultural group will let all the participants know different ways of working in the different countries and exchange experiences with their colleagues.

The qualitative outcome for participants will be:

- improvement of language skills
- greater knowledge of Spanish culture
- getting to know innovative methods used in language teaching
- promotion of the teacher creativity
- getting to know some good practices through the exchange of experiences.

The quantitative result of the course will be the spreading the conclusions for a larger number of people. The spreading will be done through a publication made by Fabrica de Idiomas after giving in follow-up questionnaires to all participants in all working sessions of the course. The objective of the publication will be the summary of the conclusions, of the group work results and of the launching of the contents by each participant. This document will be published in our website and will be sent via e-mail to all participants.

Methodology The course is divided into five different thematic units of contents:

- Creative Grammar workshop. Error correction. How to teach grammar in a creative way.
- Cinema, Theatre and Music Workshop. How to work oral expression and comprehension in the classroom.
- New Technologies Workshop. How to use new technologies and social media when teaching Spanish.
- Popular Culture and Humour Workshop. How to teach Spanish through culture.
- Games Workshop. How to teach Spanish using games.

Each day different aspects and approaches which are part of the linguistic development of Spanish students will be dealt with. Each working session will be divided into:

- theoretical part. Reflection and debate. The texts suggested as introductory readings to the course will be discussed to encourage the reflection on the learning process.
- practical part and analysis: proposal of teaching Spanish through different approaches with analysis of the acquired skills.
- working in groups: practicing studied material. The creativity when planning activities for students will be promoted.

Use of realia such as literary texts, visual and musical material will be promoted.

At the same time, the objective of cultural and leisure activities is the immersion in the Spanish culture as an important part of language teaching.

During the working sessions the participation of audience, the exchange of experiences to know the reality of other European countries will be promoted and best practices will be shared.

The dynamics of work that will be used:

- debate-reflection
- practical exercises to analyze different methodologies
- working in groups
- creation of contents and proposals
- cultural immersion.

Follow-up The last day we will carry out an evaluating questionnaire about the course content, its adaptation to the level of the participants in order to identify possible improvements in the program. At the same time we will ask to evaluate other aspects of the course as accommodation, leisure activities, the general organization and so on. All participants will fill in the quality form that will be sent to National Agency.

The follow-up after the course will consist on the filling in of a questionnaire by all course participants to determine:

- how they are using the knowledge acquired during the course in their academic work.
- what group activities have been useful for.

At the same time the follow-up of the participants in social media will continue (peer networking group). This is a way for everybody to exchange new experiences, good practice and knowledge as well as share impressions and opinions about new ways of teaching.

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

IN THE LANGUAGE OF THE TRAINING:

Día 0: domingo. Llegada a Córdoba, alojamiento. Cena de bienvenida.

Día 1: lunes.

Taller de gramática diferente y corrección de errores. Cómo enseñar gramática de forma creativa

9:00- 11:00: Introducción al curso. Marco común de referencia para las lenguas y Pasaporte europeo de lenguas. Teoría, reflexión y debate.

11:00-11:30: pausa para tomar café

11:30- 13:00: Práctica y análisis.

13:15-14:45: Trabajo en grupo.

15:00-16:00: almuerzo

18:00-20:00: paseo por la Judería, el Puente Romano

20:30: cena: de tapas por Córdoba.

Día 2: martes.

Taller de cine, teatro y música. Cómo trabajar la expresión y comprensión oral en una clase.

9:00- 10:30: Teoría, reflexión y debate.

10:30-11:00: pausa para tomar café

11:00- 12:30: Práctica y análisis.

12:45-14:15: Trabajo en grupo.

15:00-16:00: almuerzo

20:00: visita a la Mezquita Catedral de Córdoba

21:30: cena

Día 3: miércoles.

Taller de nuevas tecnologías. Cómo utilizar las nuevas tecnologías y las redes sociales en la enseñanza del español.

9:00- 10:30: Teoría, reflexión y debate.

10:30-11:00: pausa para tomar café

11:00- 12:30: Práctica y análisis.

12:45-14:15: Trabajo en grupo.

14.30-15:30: almuerzo

16:00-19:00: visita a Medina Azahara: ruinas de la ciudad califal.

20:30: cena

Día 4: jueves.

Taller de cultura popular y humor. Cómo enseñar el español a través de la cultura.

9:00- 10:30: Teoría, reflexión y debate.

10:30-11:00: pausa para tomar café

11:00- 12:30: Práctica y análisis.

12:45-14:15: Trabajo en grupo.

15:00-16:00: almuerzo

21:00: espectáculo ecuestre “Pasión y duende del caballo andaluz”

20:30: cena

Día 5: viernes.

Taller de juegos. Cómo enseñar español a través de los juegos.

9:00- 10:30: Introducción. Teoría, reflexión y debate.

10:30-11:00: pausa de café

11:00- 12:30: Práctica y análisis.

12:45-14:15: Trabajo en grupo.

14:15-15:00: debate de cierre: reflexión sobre qué significa ser un buen profesor de español.

15:00-16:00: almuerzo

22:00 espectáculo flamenco y cena

Día 6: sábado. Desayuno de despedida. Salida

ENGLISH:

Day 0: Sunday. Arrival to Córdoba. Lodging. Welcome dinner.

Day 1: Monday.

Creative grammar workshop. How to teach grammar creatively.

9:00- 11:00: Introduction to the course. Common European Framework of Reference for Languages. Europass Language Passport. Theory, reflection and debate.

11:00-11:30: coffee break.

11:30- 13:00: Practice and analysis.

13:15-14:45: Group work.

15:00-16:00: lunch

18:00-20:00: walk through Judería, the Roman Bridge

20:30: dinner: “tapas” in Córdoba.

Day 2: Tuesday.

Cinema, theatre and music workshop. How to work oral expression and comprehension in class.

9:00- 10:30: Theory, reflection and debate.

10:30-11:00: coffee break

11:00- 12:30: Practice and analysis.

12:45-14:15: Group work.

15.00-16:00: lunch

20:00: visit to the Mosque-Cathedral in Córdoba

21:30: dinner

Day 3: Wednesday.

New technologies workshop. How to use new technologies and social media to teach Spanish.

9:00- 10:30: Theory, reflection and debate.

10:30-11:00: coffee break

11:00- 12:30: Practice and analysis

12:45-14:15: Group work

14.30-15:30: lunch

16:00-19:00: visit to Medina Azahara: ruins of the caliphate.

20:30: dinner

Day 4: Thursday.

Popular culture and humour workshop. How to teach Spanish through culture.

9:00- 10:30: Theory, reflection and debate.

10:30-11:00: coffee break

11:00- 12:30: Practice and analysis.

12:45-14:15: group work

15.00-16:00: lunch

21:00: horse show “Passion and spirit of the Andalusian horse”

20:30: dinner

Day5: Friday.

Games workshop. How to teach Spanish with games.

9:00- 10:30: Introduction. Theory, reflection and debate.

10:30-11:00: coffee break

11:00- 12:30: Practice and analysis

12:45-14:15: Group work.

15.00-16:00: lunch

22:00 flamenco show and dinner

Day 6: Saturday. Farewell breakfast and departure from Córdoba.

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

IN THE LANGUAGE OF THE TRAINING:

- **Certificado de asistencia con descripción del contenido y horas - Mobility Europass (a petición)**

ENGLISH:

-**Certificate of attendance with training content and time input - Europass Mobility (if required)**

INFORMATION ON COURSE SESSION/S

SESSION 1

SESSION ID: 43970

DATE OF START: 02/09/2012

DATE OF END: 08/09/2012

TIME OF START: 19:00

TIME OF END: 12:00

Deadline for registration: 30/04/2012

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION: Fábrica de Idiomas
POSTCODE: 14004
TOWN / CITY: Córdoba
COUNTRY: Spain
Nearest big city: Seville
Distance: 150km
CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE: Izabela Radomska
TEL NR: 0034/957811044
EMAIL: proyectos@fabricaideidiomas.com

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

María Pilar Benavente Pérez, degree in English Philology in the University of Cordoba, with 10 years of experience in teaching languages and in methodology of teaching languages to children and adults. Tasks during the course: developing the methodology of the course, giving practical classes and conversations, cultural activities.

Daria Michalska, degree in Spanish Philology in the Warsaw University in Poland, with many years of experience in teaching Spanish as a foreign language to Polish and international students in over 10 Leonardo da Vinci projects carried out in Spain. Tasks during the course: developing the methodology of the course, giving classes related to the teaching of Spanish grammar, cultural activities.

Izabela Radomska, degree in Spanish Philology in the Warsaw University in Poland, master degree in legal translation Spanish-Polish in the Warsaw University, with more than 6 years of experience as an author of Spanish courses for foreigners (6 publications for the Polish market) and as a translator and interpreter. Tasks during the course: developing the methodology of the course, giving classes related to the innovative approach to teaching Spanish, cultural activities, coordinating the program.

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MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED: 15
FEE IN € FOR ACCOMMODATION AND MEALS : 350.00 (Accommodation & all meals)
COURSE FEE IN € (TUITION AND MATERIALS): 400.00
CANCELLATION FEE IN € (WHERE APPLICABLE): 100.00

CANCELLATION RULES:

NO CANCELLATION FEE IF YOU DO NOT RECEIVE FUNDING. (No payment is due until funding has been approved. Payment is due 2 months in advance or as soon as the Grundtvig grant is received.)

Cancellations made with at least 30 days before the beginning of the course will be subject to a full refund of the amount paid. Cancellations made with at least 14 days notice before the beginning of the course will be subject to a full refund of the amount paid less the cancellation fee of 100 €. Cancellations made 13 days or less before the beginning of the course will be subject to a 50% refund of the amount paid (50% of the course). Cancellations made 5 or less days before the beginning of the course will not be refundable. In case of change of dates (for another session and subject to availability) an administrative fee of 25 € will be charged.

PROVISION FOR SPECIAL NEEDS: No

SPECIAL REMARKS:

The price of accommodation includes:

- 6 nights in a single room
- Full board: 3 meals

The course price includes:

- Educational materials
 - 23 hours of classroom training
 - Min. 10 hours of additional training (cultural activities)
 - follow-up
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SESSION 2**SESSION ID: 44714****DATE OF START:** 16/09/2012**TIME OF START:** 19:00**DATE OF END:** 22/09/2012**TIME OF END:** 12:00**Deadline for registration:** 30/04/2012**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:** **NAME OF HOST INSTITUTION:**

Fábrica de Idiomas

POSTCODE:

14004

TOWN / CITY:

Córdoba

COUNTRY:

Spain

Nearest big city: Seville**Distance:** 150km**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND**

Izabela Radomska

TITLE:**TEL NR:**

0034/957811044

EMAIL:

proyectos@fabricaideidiomas.com

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350.00 (Accommodation & all meals)

COURSE FEE IN €

400.00

(TUITION AND MATERIALS):**CANCELLATION FEE IN € (WHERE APPLICABLE):**

100.00

CANCELLATION RULES:

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PROVISION FOR SPECIAL NEEDS:

No

SPECIAL REMARKS:

The price of accommodation includes:

- 6 nights in a single room
- Full board: 3 meals

The course price includes:

- Educational materials
 - 23 hours of classroom training
 - Min. 10 hours of additional training (cultural activities)
 - follow-up
-

SESSION 3**SESSION ID: 44715****DATE OF START:** 11/11/2012**TIME OF START:** 19:00**DATE OF END:** 17/11/2012**TIME OF END:** 12:00**Deadline for registration:** 30/04/2012**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:** **NAME OF HOST INSTITUTION:**

Fábrica de Idiomas

POSTCODE:

14004

TOWN / CITY:

Córdoba

COUNTRY:

Spain

Nearest big city: Seville**Distance:** 150km**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND**

Izabela Radomska

TITLE:**TEL NR:**

0034/957811044

EMAIL:

proyectos@fabricaideidiomas.com

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(TUITION AND MATERIALS):** 400.00**CANCELLATION FEE IN € (WHERE APPLICABLE):** 100.00**CANCELLATION RULES:**

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beginning of the course will not be refundable. In case of change of dates (for another session and subject to availability) an administrative fee of 25 € will be charged.

PROVISION FOR SPECIAL NEEDS:

No

SPECIAL REMARKS:

The price of accommodation includes:

- 6 nights in a single room
- Full board: 3 meals

The course price includes:

- Educational materials
 - 23 hours of classroom training
 - Min. 10 hours of additional training (cultural activities)
 - follow-up
-

SESSION 4

SESSION ID: 44716

DATE OF START: 17/02/2013

TIME OF START: 19:00

DATE OF END: 23/02/2013

TIME OF END: 12:00

Deadline for registration: 17/09/2012

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION:

Fábrica de Idiomas

POSTCODE:

14004

TOWN / CITY:

Córdoba

COUNTRY:

Spain

Nearest big city: Seville

Distance: 150km

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

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TEL NR:

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Izabela Radomska, degree in Spanish Philology in the Warsaw University in Poland, master degree in legal translation Spanish-Polish in the Warsaw University, with more than 6 years of experience as an author of Spanish courses for foreigners (6 publications for the Polish market) and as a translator and interpreter. Tasks during the course: developing the methodology of the course, giving classes related to the innovative approach to teaching Spanish, cultural activities, coordinating the program.

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MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

15

FEE IN € FOR ACCOMMODATION AND MEALS :

350.00 (Accommodation & all meals)

COURSE FEE IN €

400.00

(TUITION AND MATERIALS):

CANCELLATION FEE IN € (WHERE APPLICABLE):

100.00

CANCELLATION RULES:

NO CANCELLATION FEE IF YOU DO NOT RECEIVE FUNDING. (No payment is due until funding has been approved. Payment is due 2 months in advance or as soon as the Grundtvig grant is received.)

Cancellations made with at least 30 days before the beginning of the course will be subject to a full refund of the amount paid. Cancellations made with at least 14 days notice before the beginning of the course will be subject to a full refund of the amount paid less the cancellation fee of 100 €. Cancellations made 13 days or less before the beginning of the course will be subject to a 50% refund of the amount paid (50% of the course). Cancellations made 5 or less days before the beginning of the course will not be refundable. In case of change of dates (for another session and subject to availability) an administrative fee of 25 € will be charged.

PROVISION FOR SPECIAL NEEDS:

No

SPECIAL REMARKS:

The price of accommodation includes:

- 6 nights in a single room

- Full board: 3 meals

The course price includes:

- Educational materials

- 23 hours of classroom training

- Min. 10 hours of additional training (cultural activities)

- follow-up

SESSION 5**SESSION ID: 44717****DATE OF START:** 14/04/2013**TIME OF START:** 19:00**DATE OF END:** 20/04/2013**TIME OF END:** 12:00**Deadline for registration:** 17/09/2012**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:** **NAME OF HOST INSTITUTION:**

Fábrica de Idiomas

POSTCODE:

14004

TOWN / CITY:

Córdoba

COUNTRY:

Spain

Nearest big city: Seville**Distance:** 150km**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND**

Izabela Radomska

TITLE:**TEL NR:**

0034/957811044

EMAIL:

proyectos@fabricaideidiomas.com

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

María Pilar Benavente Pérez, degree in English Philology in the University of Cordoba, with 10 years of experience in teaching languages and in methodology of teaching languages to children and adults. Tasks during the course: developing the methodology of the course, giving practical classes and conversations, cultural activities.

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MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:	15
FEE IN € FOR ACCOMMODATION AND MEALS :	350.00 (Accommodation & all meals)
COURSE FEE IN € (TUITION AND MATERIALS):	400.00
CANCELLATION FEE IN € (WHERE APPLICABLE):	100.00

CANCELLATION RULES:

NO CANCELLATION FEE IF YOU DO NOT RECEIVE FUNDING. (No payment is due until funding has been approved. Payment is due 2 months in advance or as soon as the Grundtvig grant is received.)

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PROVISION FOR SPECIAL NEEDS: No

SPECIAL REMARKS:

The price of accommodation includes:

- 6 nights in a single room
- Full board: 3 meals

The course price includes:

- Educational materials
- 23 hours of classroom training
- Min. 10 hours of additional training (cultural activities)
- follow-up

DECLARATION BY THE TRAINING ORGANISER

" I, the undersigned, hereby declare that the information contained in this training description form is correct to the best of my knowledge. I agree that the results of a separate on-line evaluation exercise by participants will be publicly available in the training database. I acknowledge that repeated negative results of the evaluation may lead to removal of the training activity from the database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body:

DECLARATION OF COMPLIANCE

MINIMUM OBLIGATIONS FOR PROVIDERS OF COMENIUS AND GRUNDTVIG TRAINING EVENTS

The declaration has to be provided for each training event to be included in the Comenius-Grundtvig Training Database

Reference Number	(to be filled by the National Agency)
Title	Fábrica de profesores de ELE: métodos innovadores en la enseñanza de español
Organising Institution	Fábrica de Idiomas

I, as the representative of the training provider institution, wish to publicise in the European Comenius and Grundtvig Training Database the above mentioned training event which will be organised according to the minimal requirements defined herein.

1. TRAINING CONTENT

We offer:

- a training event for adult or school education staff which is in line with the relevant annual Lifelong Learning Programme Call for Proposals;
- a training event with a strong European dimension in terms of subject matter and profile of trainers which will provide the participants with practical professional skills and knowledge to gain a broader understanding of school or adult education in Europe;
- a highly qualified team to ensure high quality of the training activity;

We provide our participants with

- a suitable pre-departure programme (e.g. suggested reading material, support documents, questionnaires, etc.);
- a range of follow-up activities which will allow participants to get maximum benefit from the training (e.g. distance learning activities, self-assessment of lessons taught after training, peer networking);
- a certificate of attendance of the training activity. The certificate will clearly specify the name of the participant, dates of the activity and the training content followed by the participant, and it will be distributed at the end of the training activity (before participants' departure). If possible, we will use the Europass Mobility certificate.

We confirm that

- where a structured course or a seminar/conference is targeted at Comenius grant holders, it is the result of a previous Socrates project or an LLP Multilateral Project or a Network.

2. COMPOSITION OF THE GROUP

We confirm that

- the specific target group/s (Comenius or Grundtvig) for the event is clearly specified;
- the participants should come from at least three countries participating in the LLP;
- one nationality should normally constitute maximum 30% of all participants of the course, and we will make every effort to reach this target.

3. ORGANISATIONAL ASPECTS

We confirm that

- the training activity is held in a *country participating in the LLP* (see the list in the annual Call for Proposals);
- the IST activity can last *maximum 6 weeks*;
- a structured course must last *at least 5 working days* (excluding travel time);
- a detailed *day by day programme* with clear start and end time of training activities has been provided in the Comenius and Grundtvig Training Database and it corresponds to the training that will be realised;
- we will not charge the participants *any pre-registration fees*;
- in case we need to cancel the training event, we will not charge the participants with any costs and we will reimburse promptly any course fees paid by the participants;
- we provide detailed rules concerning cancellation. We guarantee free cancellation until 4 weeks before the training;
- in case we have more than one group per session we provide information on how we build the groups;
- we organise an evaluation session at the end of the training activity;
- we guarantee that the information given in the Comenius and Grundtvig Training Database is up to date and binding for the training offered.

4. TRAINING PROVIDER INSTITUTION

We declare that our organisation

- comes from one of the countries participating in the LLP (see the list in the annual Call for Proposals);
- has a legal status and experience in the field of in-service training provision specifically for the school or adult education sectors;
- is experienced in working with multinational groups;
- has the financial and technical capacity to successfully offer the proposed training activities.

" I, the undersigned, hereby guarantee that our organisation fulfils the above requirements and that we respect the information included in *Instructions for course providers*. I recognize that the relevant National Agency may verify if these demands are being fulfilled. Should the training event no longer comply with the rules stated herein, I will inform the National Agency accordingly. In case of breach of the declaration our organisation will be excluded from the Comenius and Grundtvig Training Database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body: