

1. ERASMUS POLICY STATEMENT (EPS)

ERASMUS POLICY STATEMENT

Participation in Erasmus+

Describe how you plan to participate in Erasmus+ actions in the future.

Explain how they will be implemented in practice at your institution.

Note: The following types of Erasmus+ activities are open to HEIs:

- Key Action 1 (KA1) - Learning mobility of individuals:
 - Mobility project for higher education students and staff
 - Student mobility for studies
 - Student mobility for traineeships
 - Staff mobility for teaching
 - Staff mobility for training
 - Blended intensive programmes
- Key Action 2 (KA2) - Cooperation among organisations and institutions:
 - Partnerships for Cooperation
 - Partnerships for Excellence – European Universities
 - Partnerships for Excellence - Erasmus Mundus Joint Master Degrees
 - Partnerships for Innovation
 - Alliances for Innovation
- Key Action 3 (KA3) - Support to policy development and cooperation.
- Jean Monnet Actions

Strategy, objectives and impact

What would you like to achieve by participating in the Erasmus+ Programme? Which are the policy objectives you intend to pursue? Describe how the participation fits into your institutional, internationalisation and modernisation strategies.

What is the envisaged impact of the participation on your institution? Explain how you expect the participation to contribute towards achieving the objectives of your institutional strategy. Explain how it will contribute to making your institution more modern and more international. Explain how you expect the participation to contribute to the goal of building a European Education Area.

Note: The objectives should be clear, measurable, realistic and achievable.

Indicators

For each objective, define appropriate indicators for measuring achievement (e.g. mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects, sustainability/long-term impact of projects, etc.). Link the targets to a timeline.

If you change your activities or objectives, please don't forget to update the EPS on your website and inform your Erasmus+ National Agency.

Participation in Erasmus+

School presentation

IES Galileo is a public high school, dependent on *Junta de Castilla y León*. It has a long history and proven experience. It offers teaching for the four courses of Compulsory Secondary Education and for two modalities of Baccalaureate: Sciences and Technology and Humanities and Social Sciences. It also offers Vocational Education and Training, such as Basic VT and intermediate and advanced degrees of the professional families of Transport and Vehicle Maintenance, Administration and Management, Electricity and Electronics and Computers and Communications).

Two bilingual programs are offered in English at the Compulsory Secondary Education: an integrated MEC-British Council curriculum, as well as a Spanish-English Bilingual Programme, following the model of Junta de Castilla y León.

A Research and Excellence Baccalaureate Degree in languages is also taught, where apart from English as a first foreign language, all students study French and Italian as specific subjects of this baccalaureate. They also attend weekly classes at the University, as a first approach to their higher education.

Regarding the European Higher Education Area, to which the higher-level training cycles and the VET specialization courses belong, we have 8 study programs in 4 professional families that belong to the

Administration and Finance cycles (1 group), Clinical Electromedicine (1 group), Industrial Automation and Robotics (2 groups), Telecommunications and Computer Systems (1 group), Development of Web applications (3 groups), Computer Network Systems Management (1 group) and Motor Vehicles (1 group). Besides, a specialization course on Cybersecurity in Communication Technology Environments.

Annexes with the Europass Certificate supplements are attached.

Our institution will be enrolled in a pilot scheme which consists of introducing bilingual teaching at the curriculum of the training programme. It will be introduced in two of our professional families Administration and Finance, and Computers and Communications. The students will get their studies in English in one or two of the training modules and will receive two extra hours of English language.

Our school receives students with educational needs that result in curricular gaps or educational compensation for being in a situation of social disadvantage. To answer these needs, there are Compensatory Education teachers, as well as Therapeutic Pedagogy and Community Services ones. In addition, the center develops an autonomy project, based on the creation of flexible student groupings in Compulsory Secondary Education, in order to adapt individually to the multiple realities of the school and to promote pedagogical innovation.

General structure

The **governing bodies** of the school are:

- School Council, which is a collegiate body for the participation of the school community, which includes, among others, the Equality and Coexistence Commissions;
- Teaching Staff, a body for the participation of teachers in the government of the school;
- Management team, executive governing body of the school, headed by the head teacher and made up of 6 other members: secretary, heads of high school studies and vocational training, assistant heads of high school and secondary studies, vocational training...

The **teaching coordination bodies** are made up of:

- Teaching Coordination Commission, formed by the head teacher, the heads of studies, the heads of didactic departments and those of the professional families departments, as well as the head of the extracurricular activities department and the head of the educational guidance department.
- Form teachers' teams and level teams.

The competences of the governing bodies and the teaching coordination bodies are those established in the educational law (LOE) and, in terms of coexistence, in our Internal Regime Regulations.

Other sectoral commissions are:

ICT Commission, in charge of defining and monitoring the ICT plan and the digital transformation of the school.

Coexistence commission, formed by teachers of the different levels. It organizes activities to improve coexistence in our center.

Bilingual commission, which deals with all matters related to bilingual programs in compulsory education.

Linguistic school project commission, which is formed by several teachers. Its role is to create this linguistic project, which involves any action made to promote the linguistic competence in our students, not only at their own language, but also at any foreign language. It consists of an ambitious project, which will be developed in the following years.

Internationalization and Innovation Commission (I+I), in charge of defining the school's internationalization strategy, which includes the analysis and definition of objectives, as well as the monitoring of their impact and analysis of indicators. This commission is headed by the Erasmus coordinator, who is responsible for compliance with the internationalization strategy and for analyzing, promoting, and supporting the actions defined in the strategy, always with the collaboration of different members of the school community.

The members of this commission are variable depending on the availability of the teaching staff and management team of the center, but the members who always form part of it are the Erasmus coordinator, the ICT coordinator, a representative of the language departments, a representative of the students and a member of the center's management team. This base is completed, depending on the organization of our institution in each school year, with VET teachers, preferably with teaching assignments in the training modules in work centers; and secondary education teachers, preferably those involved in activities directly linked to the internationalization area.

Over the next year, our institution will take part in a new innovation project created by the Foreign language teacher training and educational innovation centre in Castilla y León, which will create a network of schools whose objective is promoting internationalization in our institutions. This project called "*Internacionaliza e Innova*" will become a useful tool to provide the objectives to all students. This Plan will be led by the management team, and approved by all the educational community. All the papers will take part of the school's Education project, the Didactic programme and the Curriculum of the different departments involved in it.

The objective of this team will be analyzing the level of our institution's internationalization; developing an internationalization plan; creating a communication plan and disseminating this plan.

Mission, Vision and Values

Mission

We value the consolidated internationalization structure of the school, promoting student exchanges, mobilities among the school community, welcoming students and staff from other institutions and carrying out internships in European companies. For that purpose we define agreed action protocols, carried out collaboratively, known and assumed by all members of our community and accompanied by appropriate monitoring and evaluation methods.

Vision

We will have an organized and efficient structure for managing internationalization, actively participating in the creation of our own projects, in the projects of the Erasmus+ Mobility Consortium for Vocational Training of Castilla y León, as well as in other projects led by higher education institutions with which we coincide in objectives.

We intend to achieve a number of goals and principles, adapted to the following areas:

Teaching Staff

Considering internationalization as a means of improving teaching activity, expanding knowledge and using new methodologies and new resources.

Taking part in European programs making the most of it and serving as a model for students and staff at the school.

Sharing mobility experiences with the rest of the staff.

Welcoming foreign teachers by means of designing reception programs that optimize the exchange of experiences.

Student body

Using the internationalization strategy of the school in order to expand knowledge, improve their competence in foreign languages and develop professional subjects and / or professional modules abroad.

Promoting the sharing of experiences among students from the same educational levels.

Encouraging and promoting communication with other colleagues who share studies in other European countries.

Promoting and providing the completion of the Workplace Training module in companies located in foreign countries.

Administration and services staff

Equipping the administration and services staff of the school with tools that ease relations with visitors hosted at the school.

Promoting the mobility of this sector of the school community, as a means to improve their professional performance, providing access to similar experiences and easing project application procedures.

Companies

Opening safe and effective communication channels between the center and the companies we collaborate with in order to improve the stay of our students in them.

Exploring ways of collaboration between the educational center and companies that result in improving the technological processes of the school.

Providing a database of European companies that improve the employability possibilities of our students.

Environment

Becoming a reference school in internationalization.

Offering a reference place to receive and provide training activities in any field of interest to European higher education institutions.

Providing and disseminating useful information and services for the neighborhood.

Values

- Inclusion of internationalization in the organization, management and communication processes.
- Experience in the development of cooperation actions between international institutions and companies.
- Good disposition of the educational community to the development of mobilities and other related actions.
- Presence in social networks and on the internet.
- Recognition by the business community.
- Collaboration and teamwork.

SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats)

Strengths

Efficiency in organization, management and communication processes.

Experience in the development of activities related to internationalization.

Long trajectory in European mobilities.

Good disposition of the educational community to participate in internationalization actions.

Numerous groups of higher-level training cycles compared to the rest of the levels.

Implementation of the Research and Excellence Baccalaureate Degree in languages.

Presence on the internet.

Weaknesses

Low stability in the workforce with a high percentage of temporary staff among teachers.

Scarce availability of free hours to be dedicated to these tasks by the teaching staff..

Social characteristics of the students, who traditionally did not participate in these actions.

Characteristics of the study plans in terms of their development abroad, with unpaid training practices.

Opportunities

Good infrastructure for the reception of incoming mobilities.

Very active network of teacher training centers involved in internationalization.

Students motivated to develop stays in companies outside the national scope.

Support from the language teacher training center.

Association with the Erasmus+ Mobility Consortium for Vocational Training of Castilla y León for the development of mobility among students and teachers.

Recognition as a centre of excellence for high-level professional training, forming part of the network of excellence schools.

New incoming teaching staff, which are highly motivated and qualified in language skills.

Threats

Lack of companies capable of hosting students that finish our Training Cycles..

Difficulties in communication and motivation to families.

Lack of funding for higher education student mobility in relation to the costs involved in such mobility.

Growing competition in accessing scholarships.

Strategy

The Internationalization and Innovation commission (I+I) will be in charge of designing the strategy to be followed in this area. This strategy includes actions related to the mobility of students, teachers and other staff of the school, the organization of exchanges among groups of students, participation and association with other national and foreign entities and the definition of objectives and impact achieved. To get all this, it relies on an analysis that is reviewed annually and that aims to identify the strengths, opportunities, weaknesses and threats in this area.

This strategy is included in the papers of our school and sits on the inspiring principles of the annual Didactic Programme and thus, on the Curriculum Project Works of the different didactic departments.

The Internationalization and Innovation commission will meet regularly at least once a quarter, holding as many sessions throughout the school year as required depending on the volume of projects developed. At these ordinary quarterly sessions, the situation of the projects under development will be analyzed and future lines of work will be reviewed. At the extraordinary sessions, the projects will be monitored in each of their main phases: preparation prior to starting; execution of the activities planned during its development; and evaluation of the defined impact indicators once the activity is completed.

The Erasmus coordinator will be the one who assumes the responsibility of calling the sessions and determining the agenda in matters related to internationalization, making proposals and assigning roles to the members of the commission. The members of this commission must include professional training teachers, preferably with a teaching assignment in the training modules in work centers; and secondary education, specially those who are involved in one of the school bilingual programs. Along with them, there will also be at least one member of the school's management team.

Our work strategy in the area of internationalization is well reflected in the lines of action, specified with the definition of its objectives and impacts.

Objectives and impact

A number of objectives are supposed to be achieved through the internationalization strategy. These objectives are grouped according to their main scope of action.

I Line of action. Management and organization of internationalization

Objective I.1

We intend to improve the management of European programs, being able to quickly evaluate actions and assess participation decisions, in a way that allows us to shorten the development and planning times of the actions. The expected impact with the achievement of this objective is to free the I&I commission from working time.

Objective I.2

A revision of the I+I Plan by adapting it to the objectives and characteristics of the Erasmus+ 2021/27 program. The redefinition of the Erasmus program for this new stage makes us define our internationalization and innovation plan to align it with this new program. The expected impact of it is taking advantage of the new opportunities offered by this edition of the program, fitting them with the needs identified in our educational center.

Objective I.3

An improvement of the documentary archive of the actions carried out within the framework of the I+I commission, so that we can ensure an easily accessible, secure and non-redundant storage of the information related to these actions, tending to its complete digitization. The aim is to provide the center with a comprehensive storage scheme, which defines both the media and means of access as well as the definition and organization of the stored information, specifying levels of access to it according to the needs and ensuring the integrity of the stored data.

Objective I.4

The description of procedures for evaluating the actions carried out within the framework of the I+I commission, as homogeneous as possible, which allows an efficient evaluation of the actions and the use of their results to improve future actions. The main impact is the improvement of these future actions by carrying out simple, objective and useful evaluations.

Objective I.5

Implementation of the Erasmus + application for mobility management. Synchronously with the implementation of the application from the Europe portal, its use in the school will be promoted.

II Line of action. Promotion and spreading of activities

Objective II.1

Reaching a large number of recipients in the first phases, before carrying out the activities, by identifying the appropriate channels to reach the target groups. The traditionally used channels and their scope will be analyzed, and their suitability will be assessed depending on the group of students to whom the actions are directed. Besides, new communication channels will be tested in order to compare the results. The main impact of this objective is that the programmed actions will come with truthful, reliable and complete information to the possible recipients.

Objective II.2

Improving the spreading of activities already carried out, expanding the channels of distribution and understanding this dissemination as a useful tool for promoting future activities. Again we will have to analyze the channels traditionally used at IES Galileo to carry out this diffusion, while new ones will be identified and tested, comparing results. The main impact is to increase the number of students interested in participating in these actions.

Objective II.3

Carrying out training actions among the members of the teaching staff, action that allows the knowledge of the key actions of the Erasmus+ 2021/27 program and its main characteristics, as well as the inter-center collaboration channels and networks. The expected impact is a greater participation by the teachers' group, both in organizing activities and in their participation in existing calls.

Objective II.4

Improving accessibility in the educational center for external visitors, with special attention to signaling and presence on the Internet and social networks.

It is intended that the signaling of the physical spaces will be shown, at least, in Spanish and English; that the main publications on institutional social networks use English when they are related to the identity of the center; and that the institution's website offers the main content in both Spanish and English.

The main impact of this objective is to improve the user's experience of our visitors and the knowledge of the institution outside our country.

III Line of action. Multi-year agreements with other institutions

Objective III.1

Increasing the number of European higher education institutions which we collaborate with, establishing agreements for the reception and dispatch of students and staff of the center. The impact of this action will be the increasing numbers of mobility by having more collaborating centers in different countries.

Objective III.2

A rise in the number of companies available to carry out the training module in work centers, thus facilitating the students' application for scholarships by offering companies appropriate to their professional profile and located in the geographical area preferred by the student. By achieving this objective, it will be possible to increase the number of applications that will be incorporated by the host company.

Indicators

I Line of action I. Management and organization of internationalization

Objective I.1

Deadlines from the proposal to participate in an action will be reduced until the decision to participate or not is made.

Objective I.2

The actions are adjusted to the objectives of the programme.

The number of proposed actions is increased.

The needs identified in the internationalization and innovation plan are covered.

Objective I.3

The physical file is reduced in terms of number and type of document to be filed.

The digital archive increases both in volume of stored data and in the types of documents to be stored in this format.

The number of duplicate documents in different storage locations is reduced.

A backup system that ensures data security and restoration when required is provided.

Objective I.4

Evaluation rubrics are available for projects.

The evaluation rubrics have been used in all the carried out projects.

The results of the rubrics are included in the planning of the projects of the following school year.

Objective I.5

The Erasmus + application is used to manage the accepted tasks.

II Line of action. Promotion and spreading of activities

Objective II.1

Participation in the proposed key actions increases along the school year.

The number of resignations among the selected participants decreases.

Objective II.2

The impact of publications on social networks is increased, both in interactions with publications and in their dissemination and reach.

The number of visitors in the activity promotion sections of the institution's website has increased.

New channels of diffusion are opened compared to those used in the previous 2014/2020 program.

Objective II.3

Participation in training actions increases compared to previous years.

The number of training activities increases compared to previous years, offering at least two actions per school year related to the Erasmus + 2021/27 program and its key actions.

Objective II.4

All the signalling (posters, display boards, etc) of the main buildings of IES Galileo are shown in Spanish and English.

Languages other than Spanish have been used in publications on social networks, at least in one of them and at least once a month.

The sections of the school website are shown in English, at least those dedicated to the Erasmus program, the presentation of the school and the description of the study plans offered.

III Line of action. Multi-year agreements with other institutions

Objective III.1

The number of collaboration agreements with other European higher education institutions to receive our students and/or staff in them is increased.

The number of collaboration agreements with other European higher education institutions to host foreign staff and/or students in our institution increases.

The number of countries we collaborate with increases compared to those existing in the Erasmus 2014/20 program.

Objective III.2

The number of companies that host IES Galileo students increases compared to the previous period of the program.

The number of Erasmus grant applications that include a host company increases compared to the previous call.

The number of countries with host companies available increases in all the professional families of the center compared to those existing in the Erasmus program 2014/20