

OFFICIAL EU FORMS

Step-by-Step Guide

How to Complete Your Erasmus+ KA1
Learning Agreement & Mobility Tool+ Report

This guide covers:

- Learning Agreement for Staff Mobility
- Mobility Tool+ Participant Report
- Tips for successful completion
- Common mistakes to avoid

Educat Academy | OID: E10339100
Official Erasmus+ KA1 Provider

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1. INTRODUCTION TO EU FORMS

Erasmus+ KA1 staff mobility requires two main official documents:

Learning Agreement for Staff Mobility

- Completed BEFORE your mobility
- Defines your learning objectives and expected outcomes
- Signed by you, your institution, and the training provider
- Required for grant payment

Mobility Tool+ Participant Report

- Completed AFTER your mobility (within 30 days)
- Online survey about your experience
- Evaluates course quality and your learning
- Mandatory for final grant payment

& IMPORTANT:

Both documents are MANDATORY. Without them, you will not receive your final Erasmus+ grant payment. Complete them on time!

2. LEARNING AGREEMENT OVERVIEW

What is it?

The Learning Agreement (also called Mobility Agreement or Annex IV) is the official document that outlines:

- What you will learn during the course
- Your professional development goals
- How you will apply new skills in your work
- Recognition of your learning by your institution

Where to get it?

Your National Agency or school coordinator will provide the template. The format varies by country but contains the same core information.

Who signs it?

1. YOU (the participant)
2. Your HOME INSTITUTION (school/organization representative)
3. HOST ORGANIZATION (Educat Academy)

When to complete it?

Before your mobility begins. Most National Agencies require it at least 2-4 weeks before departure. Educat Academy will provide our signature upon registration.

3. COMPLETING THE LEARNING AGREEMENT

Section 1: Participant Details

- Full name (as it appears in passport)
- Date of birth
- Nationality
- Contact information (email, phone)

TIP: Use your official name exactly as in your passport to avoid issues.

Section 2: Sending Organization (Your School)

- Official name and full address of your school/institution
- Erasmus code (if your school has one)
- Contact person (Erasmus+ coordinator name and email)
- Legal representative signature

TIP: Get all this information from your school coordinator in advance.

Section 3: Receiving Organization (Educat Academy)

- Organization Name: Educat Academy
- OID: E10339100
- Address: [We provide full details upon registration]
- Contact: info@educat.academy

TIP: We will send you all this information automatically after registration.

Section 4: Planned Mobility Activities

- Course title (exact name from Educat Academy)
- Start date and end date
- Number of teaching/training hours (usually 20-25 hours)
- Course language: English

TIP: Copy this information directly from your course confirmation email.

Section 5: Learning Outcomes (MOST IMPORTANT SECTION)

This is where you describe what you want to achieve. Be SPECIFIC and MEASURABLE.

' GOOD EXAMPLES (Specific):

- "Learn 3 new digital assessment tools (Kahoot, Quizizz, Mentimeter) and implement them in my Year 5 Mathematics classes"
- "Develop strategies for differentiated instruction in mixed-ability classes and create 2 lesson plans using these methods"
- "Gain practical classroom management techniques and reduce disruptions by 30% in my classes within 3 months"

' VAGUE EXAMPLES (Avoid these):

- "Improve my teaching" (too vague - improve what? how?)
- "Learn new things" (what things? for what purpose?)
- "Get better at my job" (not measurable, no specific goals)

Section 6: Recognition and Validation

How will your learning be recognized by your institution?

- Certificate of Attendance from Educat Academy
- CPD hours/credits (if your school offers professional development credits)
- Inclusion in your professional development plan
- Dissemination activity (sharing with colleagues)

4. MOBILITY TOOL+ REPORT OVERVIEW

What is Mobility Tool+?

Mobility Tool+ is the European Commission's online platform where you complete a survey about your mobility experience. This report is MANDATORY for receiving your final grant payment.

When to complete it?

You must complete the report within 30 days after your course ends. You will receive an email link automatically from the EU system (usually 2-3 days after course end).

How long does it take?

Approximately 30-45 minutes. Set aside uninterrupted time to provide thoughtful answers.

What language can I use?

You can choose from any EU language. The system is available in all 24 official EU languages.

Main sections in the report:

1. Quality of the training course (1-5 star rating)
2. Relevance to your professional needs
3. Impact on your teaching practice
4. Logistics and organization
5. What you will implement in your work
6. Suggestions for improvement
7. Overall satisfaction

5. TIPS FOR COMPLETING THE REPORT

Before You Start:

- Have your Learning Journal ready (if you kept one)
- Review course materials and notes
- Think about specific examples and outcomes
- Set aside 30-45 minutes of uninterrupted time
- Use a computer (easier than mobile)

Writing Good Responses:

BE SPECIFIC - Instead of "The course was good"

Write: "I learned 4 new assessment strategies that I immediately used in my Year 3 class. Student engagement increased by 40% in the first week."

BE HONEST - If something wasn't perfect, say so constructively

Your feedback helps improve future courses. The EU wants honest feedback.

DESCRIBE IMPACT - The EU wants to know the REAL impact

Explain how your teaching changed, what students benefited, what you shared with colleagues. Use numbers and examples when possible.

Key Questions You'll Need to Answer:

- How satisfied were you with the training overall? (1-5 stars)
- How relevant was the content to your professional needs?
- What specific methods/tools will you implement?
- How will this benefit your students?
- Did you share your learning with colleagues? How?
- What could be improved about the course?

6. COMMON MISTAKES TO AVOID

'L Mistake 1: Waiting until the last minute to complete the report

' Solution: Complete within 1 week while everything is fresh in your mind

'L Mistake 2: Writing vague learning outcomes in Learning Agreement

' Solution: Be specific with measurable objectives and concrete goals

'L Mistake 3: Missing signatures on Learning Agreement

' Solution: Get all 3 signatures BEFORE departure (allow 2-3 weeks for processing)

'L Mistake 4: Not keeping receipts for travel and accommodation

' Solution: Save ALL receipts - National Agency may audit your grant up to 5 years later

'L Mistake 5: Ignoring the Mobility Tool+ report deadline

' Solution: Set a calendar reminder - NO report = NO final payment

'L Mistake 6: Copy-pasting generic text from online examples

' Solution: Write about YOUR genuine experience - evaluators can spot copied text

'L Mistake 7: Not reading questions carefully and giving irrelevant answers

' Solution: Read each question twice and answer exactly what is asked

'L Mistake 8: Forgetting to save draft responses in Mobility Tool+

' Solution: Click "Save Draft" regularly - the system may time out after inactivity

Ø=ÜÁ FINAL TIP: Keep Everything!

Keep copies of all documents in a dedicated folder (physical or digital):

- Signed Learning Agreement
- Course certificate from Educat Academy
- All travel and accommodation receipts
- Completed Mobility Tool+ report confirmation email