**EMEU roadmap  
*An entrance guide for new partners***



**EMEU ROADMAP**

Version June 2018

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# INTRODUCTION

This ROADMAP is one of the deliverables from the Erasmus KA2 Engineering Mobility in EUrope (EMEU) project which is focused on the development of modules to Engineering teams. Since then the EMEU family has expanded to courses from 4 other vocational areas during the EMEU follow-up project EMEU4ALL (sectors):

* Health and Social Care
* Sports
* Business (Marketing)
* International Trade (Catering and Retail)

To help sustain the activities of the EMEU network and control its growth, this ROADMAP is continuously adapted according to the network’s needs and experiences. To remain manageable, the network has decided to grow internally rather than externally; i.e. in terms of size and quality. Hence the network aims to involve first and foremost teams from within the existing network. Only if the EMEU cannot provide the new team, new EU partners might be approached to join an EMEU team.

An EMEU team bringing in a new EU partner, is responsible for informing, monitoring and evaluating the new partner and reporting the results regularly to its team members. Support to a new partner will be given at a distance, through e-mail and/or SKYPE, and face-to-face. However, a visit by a monitoring EMEU Team member to the new partner is essential and a requirement set by the EMEU partner-network.

An existing EMEU partner bringing in an internal team will also be able support the new team from within. In this case, of course, students that will pilot the module, will have to come from other partners of its EMEU team.

In this ROADMAP the following terms are used:

(EMEU President) the leading EMEU partner of the Steering Group

EMEU Steering Group the representatives from the EMEU network partners

EMEU network the entire network of EMEU partners

EMEU Team the team of (EU) partners working together in a vocational team (e.g. Sports, Marketing, etc.)

EMEU Team leader the leading partner in an EMEU team

EMEU team member the member of an EMEU team

Monitoring partner the member of an EMEU team that monitors a new team/partner

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**I Description of the stages**

|  |
| --- |
| **Stage 1: Analysis and eligibility** |
| **Analysis**   * Analysis shows a need for a new partner in an EMEU Team; * The EMEU network is asked whether they have suitable partners for the EMEU Team; * If this is not the case, preference is given to a new multi-sectoral partner.   **Eligibility**  The EMEU team leader:   * contacts the new partner and asks for a description of their education and suggestions for the new partner’s first study module; * Sends the description and module suggestion to all EMEU Team members; * The EMEU Team members indicate whether the new partner’s offer meets their needs * If so, stage 2 is initiated. If not, the procedure starts again. |
| **Stage 2: Monitoring the development of a study module** |
| * The EMEU Team appoints a monitoring partner from its team; * The monitoring partner will visit the new partner to ensure that: * They can offer a work floor tutor (practitioner); * They have a program; * They have a safe working environment; * They understand and can apply all criteria for the study module; * The monitoring partner will inform the other team members regularly about the progress of the development of the new partner’s study module; * All EMEU Team members will approve of the final version of the study module before piloting. |
| **Stage 3: Piloting the Study Module** |
| * The monitoring partner sends a minimum of 2 students to pilot the new study module; Alternatively, an other EMEU partner can send students, if the monitoring partner cannot; * Prior to the pilot the new partner will have applied to the best of their ability the criteria as laid down in the Hosting and Sending section on the EMEU website. |
| **Stage 4: Evaluation and Recommendation** |
| * The monitoring partner and the new partner will evaluate the piloting of the study module; * The monitoring partner will fully brief all its team members on the piloting results; * If the opinion is favourable, the EMEU Team Leader will make the proposal of acceptance to the EMEU Steering Group. |
| **Stage 5: Introducing a new partner into the network** |
| * The EMEU steering group will decide when the new partner is formally introduced into the EMEU network; * On introduction the new EMEU partner will make a presentation of its institution and the study module; * The new EMEU partner will indicate who will be its steering group representative before the next annual EMEU network meeting. |

**II Schematic overview of the stages**

**Stage 1:** **Analysis** There’s a need for a new team. The Team leader approaches 1.the EMEU network 2.a multi-sectoral college. The EMEU team decides on eligibility of the partner

**Stage 3**: **PILOTING** The Monitoring Team pilots the study module with a min of 2 students and reports the results to the team members

**Stage 5: ACCEPTANCE** The EMEU team recommends the new partner to the EMEU network steering group.

**Stage 4: EVALUATION** The Monitoring Partner will base its recommendation on the pilot and associated criteria observed during the visit to the new partner’s college

**Stage 2:** **MONITORING** A team member monitors the development of a module, visits the partner and pilots the module

**Appendix 1 EMEU Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General information of the new partner** | | | **YES** | **NO** | **Details** |
| Name and address | | | O | O |  |
| Contact details of International coordinator | | | O | O |  |
| Contact details of Mobility organizer | | | O | O |  |
| Name / contact details of VET Team | | | O | O |  |
| Work placement experience | | | O | O |  |
| ECVET experience | | | O | O |  |
|  | | |  |  |  |
| **General requirements** | | |  |  |  |
| Erasmus+ KA1 subsidy | | | O | O |  |
| 2 staff per team participating in EMEU | | | O | O |  |
| Accommodation | | | O | O | Dormitory / Self-catering / Host family / B&B |
|  | | |  |  |  |
| **Support program** | | |  |  |  |
| Partner support program / contact | | | O | O |  |
| Starting date support program | | | O | O |  |
| Means of communication | | | O | O | Mail / Skype / …….. |
| Visit to new EMEU partner | | | O | O | Date: |
| Visit from new EMEU partner | | | O | O | Date: |
| Feedback on visit | | | O | O | Date: |
|  | | |  |  |  |
| **General Module information** | | |  |  |  |
| Delivery of concept module | | | O | O | Date: |
| Feedback EU Team partner | | | O | O | Date: |
| Delivery final module | | | O | O | Date: |
|  | | |  |  |  |
| **During and after the pilot** | | |  |  |  |
| Contact during the pilot | | | O | O | ………………………………………………………….. |
| Support in transfer airport <-> accommodation | | | O | O | ………………………………………………………….. |
| Well-being monitored | | | O | O | ………………………………………………………….. |
| Progress assessed | | | O | O | ………………………………………………………….. |
| Documentation / rapport after | | | O | O | ………………………………………………………….. |
| Europass completed | | | O | O | ………………………………………………………….. |
| Survey Monkey (student and staff) | | | O | O | ………………………………………………………….. |
| EMEU certificate issued | | | O | O | ………………………………………………………….. |
|  | | |  |  |  |
|  |  |  | | | |