

Oddaja končnih poročil

Obvezen dogodek za pogodbenike programa Erasmus +, razpisno leto 2021

13. marec 2023, ob 14. uri, Zoom

Špela Močilnikar

CMEPIUS

Center RS za mobilnost in evropske programe
izobraževanja in usposabljanja

13. marec 2023

Uporabljene okrajšave

V predstavitvi uporabljamo naslednje okrajšave:

- **IO** – Izobraževanje odraslih
- **EK** – Evropska komisija
- **BM** – Beneficiary Module (orodje za spremljanje mobilnosti)
- **NA** – Nacionalna agencija (CMEPIUS)
- **KA121** – Akreditirani projekti učnih mobilnost v izobraževanju odraslih (z akreditacijo)
- **KA122** – Kratkotrajni projekti učnih mobilnost v izobraževanju odraslih (brez akreditacije)

Vsebina

1. Izhodišče
2. Pred oddajo končnega poročila: **obveznosti iz sporazuma** –kontrolni seznam.
3. **Vsebinske smernice za pisanje končnega poročila**
4. **Orodje Beneficiary module (tehnična oddaja končnega poročila in kriteriji ocenjevanja) in vsebina KP za KA122**
5. **Učni izidi mobilnosti, rezultati projekta in učinki projekta** – razjasnitev pojmov.
6. **Vprašanja in odgovori.**

Sporazum o nepovratnih sredstvih

Datum **zaključka** projekta:

ČLEN I.2 – ZAČETEK VELJAVNOSTI SPORAZUMA IN OBDOBJE NJEGOVEGA IZVAJANJA

- Npr: I.2.2 Projekt traja 15 mesecev, tj. od 01. 09. 2021 do 30. 11. 2022.

Datum oddaje **končnega poročila**:

ČLEN I.4 – DOLOČBE O POROČANJU IN PLAČILIH

I.4.4 Končno poročilo in zahtevek za plačilo razlike

Npr:

„Upravičenec mora v 60 koledarskih dneh od datuma zaključka projekta iz člena I.2.2, to je do 29. 01. 2023, pripraviti končno poročilo o izvajanju projekta. Poročilo mora vsebovati informacije, potrebne za utemeljitev zahtevanega zneska na podlagi prispevkov na enoto, če so nepovratna sredstva v obliki povračila prispevkov na enoto, ali dejansko nastalih upravičenih stroškov v skladu s prilogo III.]

Končno poročilo se šteje za zahtevek koordinatorja za plačilo razlike nepovratnih sredstev.

....“

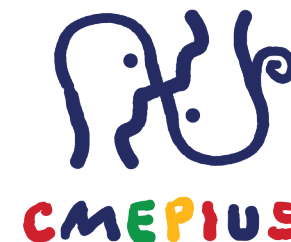
Končno poročilo projekta

- Oddati ga morajo VSI pogodbeniki.
- Elektronsko preko spletnega Orodja za pogodbenike
- Rok za oddajo: 60 koledarskih dni od datuma zaključka projekta.
- Končno poročilo = zahtevak upravičenca za izplačilo razlike dodeljenih nepovratnih sredstev.

Vsebinski pregled končnega poročila: največ 100 točk.

- V kolikšni meri je bil projekt izveden v skladu z odobreno vlogo in standardi kakovosti Erasmus+.
- Pri pregledu se upoštevajo tudi poročila udeležencev.
- **Predčasno oddano KP lahko privede do nižje ocene.**
- Možnost znižanja končnega zneska nepovratnih sredstev zaradi slabega ali delnega izvajanja.
- Poroča se v slovenskem ali angleškem jeziku.

Končno poročilo projekta – zmanjšanje nepovratnih sredstev



Končno poročilo se oceni v povezavi s poročili udeležencev.

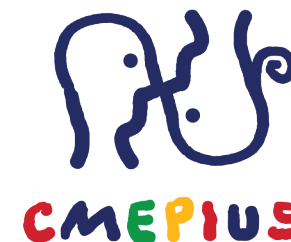
Na podlagi meril za ocenjevanje se bo določilo, v kolikšni meri je bil projekt izveden v skladu s cilji iz Priloge II in Standardi kakovosti Erasmus.

NA lahko zniža končni znesek, če KP prejme skupno oceno manj kot 60 točk

Znižanje za:

- 10 %, če končno poročilo prejme najmanj 50 točk in manj kot 60 točk
 - 25 %, če končno poročilo prejme najmanj 40 točk in manj kot 50 točk
 - 50 %, če končno poročilo prejme najmanj 25 točk in manj kot 40 točk
 - 75 %, če končno poročilo prejme manj kot 25 točk
-
- NA lahko poleg tega končni znesek nepovratnih sredstev za organizacijsko podporo zniža do 100 %, če ocena KP, nadzorni obisk ali pregled na kraju samem pokaže, da standardi kakovosti Erasmus za dobro upravljanje aktivnosti mobilnosti niso bili upoštevani.
 - Upravičenec mora končno poročilo predložiti **po datumu zaključka projekta**. Predčasno predložena končna poročila se bodo obravnavala kot zahteva za predčasno odpoved sporazuma o nepovratnih sredstvih in lahko privedejo do nižje ocene.

Pred oddajo končnega poročila: kontrolni seznam



- Izvedemo vse načrtovane mobilnosti, jih vpišemo v BM in pridobimo dokazila.
- Izmerimo in identificiramo učne izide, projektne rezultate in učinke. Prej določimo metodo, kazalnike, merila.
- Poskrbimo, da udeleženci odgovorijo na *Poročilo udeleženca z mobilnosti*. (po potrebi sporočimo tehnične težave NA)
- Projektne rezultate vključimo v redno delo naše organizacije in merimo učinke (na udeležence mobilnosti, na strokovno osebje, na učeče se in učinke na organizacijo kot celoto).*
- Poskrbimo za diseminacijo oz. razširjanje rezultatov projekta znotraj in izven organizacije. Pri diseminaciji opredelimo ciljen skupine, informacijske kanale in vsebino ter namen, ki smo ga želeli doseči.*
- O izvedenem projektu in rezultatih poročamo v spletnem dnevniku na platformi [EPALE](#), tudi na svoji spletni strani ter na socialnih omrežjih!

POMEMBNO!

Omejitev znakov še ne pomeni, da ne morete biti skopi z odgovori. Podajte čim več **ključnih informacij**. Vključite lahko povezave do spletnih mest, kjer so npr. objave informacij o vašem projektu ali objavljeni projektni rezultati.

V skrajnem primeru lahko dodatne obrazložitve priložite kot **priloge h končnemu poročilu!**

NA lahko ocenjuje **samo to, kar je napisano v končnem poročilu**, saj nič ni samoumevno!

Bodite **čimbolj konkretni**, ne pisati pavšalnih navedb! Ne kopirajte besedila iz prijavnice (če že, popravite čas – iz prihodnjika v preteklik, saj ste projekt že izvedli)

Pohvalite se!

Izpostavite uspehe, dosežke in vse dobro, kar opazite kot posledico projekta!

Smernice za pisanje končnega poročila

- ✓ Odgovorite na vsa vprašanja in podvprašanja.
- ✓ Odgovori naj bodo jasni, konkretni in ustrezni. Izogibajte se splošnih navedb.
- ✓ Navedbe o učnih izidih, projektnih rezultatih ali učinkih projekta podkrepite z dejstvi, podatki.
- ✓ Če so vaši projektni rezultati objavljeni na vaši spletni strani ali na EPAL, vključite v odgovor spletno povezavo do mesta objave.
- ✓ **Poimenujte** učne metode, metode dela, didaktične pripomočke, orodja, če jih le lahko in/ali podajte kratek opis, da se bo vedelo za katero konkretno učno metodo, orodje, didaktični pripomoček ali usvojeno novo znanje, kompetenco gre.
- ✓ **Poročila udeležencev** mobilnosti naj bodo izpolnjena po mobilnosti in v času trajanja projekta.

❑ Nacionalna agencija ne poziva k dopolnitvi vsebinskih odgovorov!

Navodila za izpolnjevanje in oddajo KP

- Spletna podpora za pogodbenike.

<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/How+to+complete+and+submit+the+final+beneficiary+report>

- Na voljo je tudi YouTube posnetek.

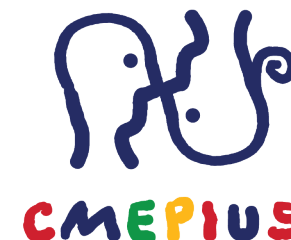
<https://youtu.be/6jCwinl31tc>

Orodje Beneficiary Module (BM)

Tehnična oddaja končnega poročila

<https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>

Projekt se je zaključil, kaj pa sedaj?



1. Vnesem vse izvedene mobilnosti v BM
2. Izpolnim končno poročilo
3. Končnemu poročilu priložim vse potrebne priloge
4. Oddam končno poročilo
5. Počakam, da prejmem oceno in obvestilo o končnem izplačilu

Rok za oddajo KP: 60 dni po zaključku projekta

Zaključek projekta: 30. 11. 2022 -> rok za oddajo KP: 29. 1. 2023

Preverjanje in priprava

Pred generiranjem končnega poročila je treba preveriti ali so:

- Podatki projekta točni?
- Podatki sodelujočih organizacij pravilni?
- Podatki o kontaktnih osebah pravilni (predvsem podatki o zakonitem zastopniku in preferenčnem stiku)?
- Vse mobilnosti zaključene in ustrezno vnesene?
- Vsi udeleženci mobilnosti izpolnili poročilo z mobilnosti?
- V poglavju proračun navedeni vsi zneski stroškov, tudi organizacijska podpora, morebitni izredni stroški iz naslova covid-19?

Vnos izvedenih mobilnosti v orodje

Spletni seminar o uporabi orodja Beneficiary Module in vnosu podatkov v orodje:

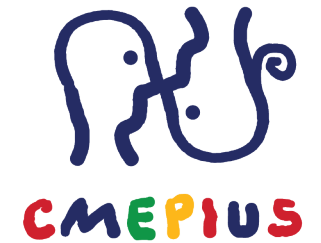
- 26. 9. 2022
- 27. 2. 2023

Gradivo je na voljo:

[Gradiva z dogodkov – CMEPIUS](#)

[Erasmus+ pogodbeniki: KA1 in KA2, razpisni leti 2021 in 2022 | EPALE \(europa.eu\)](#)

USTVARJANJE KONČNEGA POROČILA



Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility activities
- Fewer opportunities
- Reports**
- Budget

Beneficiary Reports

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

SUCCESS Beneficiary Report generated

A screenshot of the CMEPIUS web application. On the left is a 'Content menu' with 'Reports' highlighted. The main area is titled 'Beneficiary Reports' and contains a 'Final Beneficiary Report' section with a green 'Generate Beneficiary Report' button. A large orange arrow points from the button to a green success message box at the bottom right that says 'SUCCESS Beneficiary Report generated'.

UREJANJE ŽE USTVARJENEGA KONČNEGA POROČILA



Beneficiary Reports

Final Beneficiary Report

Final Draft report available

05-04-2022 23:07:11

[Edit Draft](#)

History

Beneficiary Report created : 05-04-2022 23:07:11

Final Beneficiary Report

Final Draft report available

05-04-2022 23:07:11

[Edit Draft](#)

[Start Submission process](#) [PDF](#)

Draft report saved (%) 5 days ago [Back to reports](#)

Context

Project details

Applicant Organisation:	Karpacka Państwowa Uczelnia w Krośnie
Applicant Organisation OID:	E10026058
Project Code:	2021-2-PL01-KA122-SCH-000009355
Project Title:	EAC IT TRAINING KA122 C21 - PL01
Action Type:	KA122-SCH
Field:	School Education
Project Start Date:	01-01-2022
Project End Date:	31-03-2023
Grant Awarded:	94 059,00 €

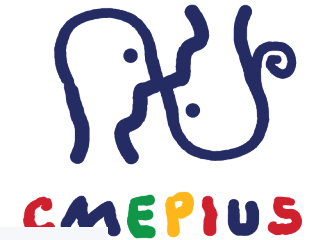
- ✓ Context
- ✗ Project Summary
- ✗ Activities
- ✗ Practical arrangements
- ✓ Quality standards I: Basic principles
- ✗ Quality standards II: Good management of mobility activities
- ✗ Quality standards III: Providing quality and support to the participants
- ✓ Quality standards IV: Sharing results and knowledge about the programme

KA122: Vsebina Končnega poročila

1. Ozadje projekta
2. Povzetek projekta
3. Aktivnosti
4. Praktične in logistične ureditve
5. Standardi kakovosti: osnovna načela
6. Standardi kakovosti: dobro upravljanje aktivnosti mobilnosti
7. Standardi kakovosti: zagotavljanje kakovosti in podpore udeležencem
8. Standardi kakovosti: deljenje rezultatov in znanja o programu Erasmus+
9. Zadovoljstvo udeležencev
10. Projektni cilji in dosežki
11. Proračun
12. Priloge
13. Kontrolni seznam

- ✓ Context
- ✓ Project summary
- ✓ Activities
- ✓ Practical arrangements
- ✓ Quality standards I: Basic principles
- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants
- ✓ Quality standards IV: Sharing results and knowledge about the programme
- ✓ Participant satisfaction
- ✓ Project objectives and achievements
- ✓ Budget
- ✓ Annexes
- ✓ Checklist

Podrobnosti o projektu



Start submission process

- ✓ Context
- ✓ Project summary
- ✓ Activities
- ✓ Practical arrangements
- ✓ Quality standards I: Basic principles
- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants
- ✓ Quality standards IV: Sharing results and knowledge about the programme
- ✓ Participant satisfaction
- ✓ Project objectives and achievements
- ✓ Budget
- ✓ Annexes
- ✓ Checklist

Context

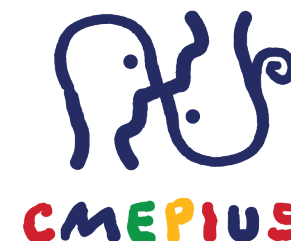
Project details

Applicant organisation:	
Applicant organisation OID:	
Project code:	
Project title:	
Action type:	KA122-ADU
Call:	2021
Field:	Spošno izobraževanje odraslih
Project start date:	01-01-2022
Project end date:	31-12-2022
Grant awarded:	11 662,00 €
National Agency receiving the report:	SI01 – CMEPIUS – Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja
Language used to fill in the form:	EN

Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points.

KA122: Kriteriji ocenjevanja KP



Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points.

Quality of implementation (50 points)

The extent to which:

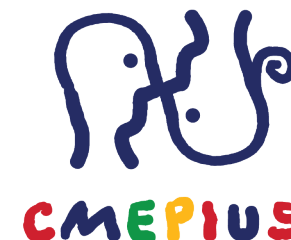
- the information in the report is clear and complete
- the organised activities were coherent with the project objectives
- the beneficiary has ensured that the participants in mobility activities submit their individual participant reports (in case of low submission rates, the beneficiary's explanation will be taken into account)
- the beneficiary has applied the basic principles defined in the quality standards
- the beneficiary has applied the quality standards for good management of mobility activities
- the beneficiary has applied the quality standards for providing quality and support to the participants
- the funding options for accompanying persons and preparatory visits have been used appropriately and efficiently

Impact and sharing results (50 points)

The extent to which:

- the objectives defined at the application stage were achieved (in addition, if changes have taken place between the planned and implemented activities, this evolution is well explained)
- the organised mobility activities have benefited the participants
- the project had a positive impact on the beneficiary organisation as a whole, beyond the impact on individual participants
- the beneficiary has applied the quality standards for sharing results and knowledge about the programme

Povzetek projekta



Project summary

Please summarise the information about your project in form of short answers to the following questions.

Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.

i. Background: What is the context of your project and your organisation? *

1158

Kakšno je ozadje vašega projekta in vas kot organizacije? Zakaj ste se odločili za projekt?

ii. Objectives: What did you want to achieve by implementing the project? *

1180

Kakšni so bili cilji vašega projekta? Kaj ste želeli doseči z izvedbo?

iii. Implementation: What activities did you implement in your project? *

1205

Kakšne aktivnosti oz. mobilnosti ste izvedli?

iv. Results: What were the results of your project? *

1217

Kaj so rezultati vašega projekta?

Please provide a translation of your project summary in English.

i. Background: What is the context of your project and your organisation? *

1238

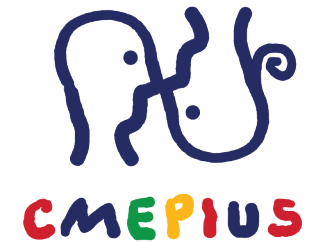
V angleščini

ii. Objectives: What did you want to achieve by implementing the project? *

1238

V angleščini

Izvedene aktivnosti



Activity Type	Number of participants	Total duration(in days)	Average duration(in days)
Sledenje na delovnem mestu	1	5	5
Total	1	5	5

Activity Type	Teaching staff	Non-teaching staff
Sledenje na delovnem mestu	1	0
Total	1	0

How did you decide which types of activities to organise and which profiles of participants to select? *

Value missing

How did the format and content of different activities contribute to the achievement of your project objectives? *

Value missing

How did you decide which types of activities to organise and which profiles of participants to select? *

2893

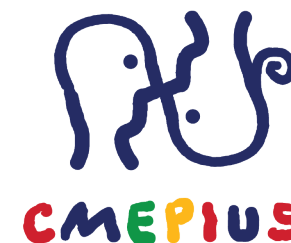
Kako ste se odločili katere oblike mobilnosti boste izvajali in katere profile udeležencev boste vključili?

How did the format and content of different activities contribute to the achievement of your project objectives? *

4906

Kako sta format in vsebina različnih aktivnosti prispevala k doseganju ciljev vašega projekta?

Organizacije gostiteljice



Practical arrangements

Hosting organisations

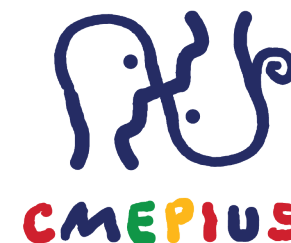
Activity Type	Hosting organisation	Organisation Type	Number of participants
Udeležba na tečaju ali usposabljanju	E10014410	Other type of organisation	1
Sledenje na delovnem mestu	E10000035	Other type of organisation	1
Sledenje na delovnem mestu	E10030593	Other type of organisation	1
Kratkotrajna učna mobilnost	E10000035	Other type of organisation	1
Skupinska mobilnost	E10000035	Other type of organisation	8
Total			12

How did you choose the hosting organisations for your activities? *

Kako ste izbrali organizacije gostiteljice?

2957

Pripravljalni obiski



Preparatory visits

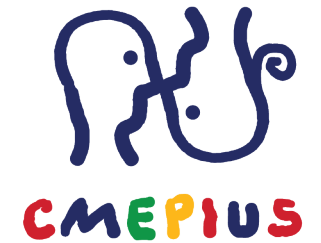
Purpose	Number of preparatory visits	Number of persons participating in the preparatory visits	Grant used
Drugo	1	2	1 150,00 €
Priprava dolgoročnih aktivnosti za učeče se	1	2	1 150,00 €
Začetek sodelovanja z novim partnerjem gostiteljem	1	2	1 150,00 €
Drugo	1	3	1 725,00 €
Začetek sodelovanja z novim partnerjem gostiteljem	2	1	1 150,00 €
Total	6	10	6 325,00 €

How did the preparatory visits help improve the quality of your activities? *

Kako so izvedeni pripravljali obiski pripomogli h kakovostnejši izvedbi mobilnosti?

2918

Spremljevalne osebe



Accompanying persons

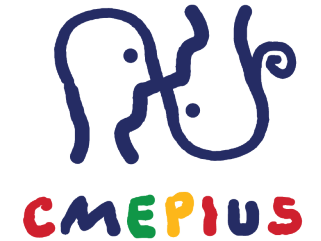
Type	Number of persons	Grant used
Accompanying persons in group mobility activities	7	9 044,00 €
Total	7	9 044,00 €

How did you decide on the number and profile of accompanying persons in the different activities? *

Kako ste se odločili koliko spremljevalnih oseb vključiti? Kako ste se odločili kakšne profile spremljevalnih oseb vključiti?

2875

Odgovori udeležencev mobilnosti glede priprave in organizacije mobilnosti



Participant feedback about preparation and hosting arrangements

The following table presents the participants' replies to questions asking them if they have received any preparation, training or information about the destination country and the hosting organisation before departing for their mobility activity, and if they felt that the preparation and information was useful to them.

For group mobility activities, the question is phrased in a simpler manner (Yes or No) and answered by the lead accompanying person for the entire group of participants.

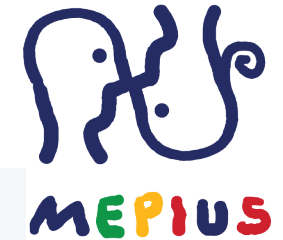
Replies regarding preparation	Share of participants	
Participants indicating they have received preparation, training or information	0.00%	
Out of the positive answers, replies to a follow-up question about usefulness of the preparation:	Yes, I felt well prepared	-%
	Yes, but I needed more preparation	-%
	No, I did not find it useful	-%
Participants indicating they did not receive any preparation, training or information	100.00%	
Accompanying persons leading group of participants	-%	

Please comment on the participants' feedback summarised in this section. You should identify weak and strong points and explain them. In this context, figures indicating less than 80% satisfaction are considered as quite weak results. If there are any figures in this range, make sure to address them in your reply. *

Komentirajte odgovore udeležencev. Izpostavite močne in šibke točke. Pri šibkih pojasnite zakaj je do tega prišlo.

4886

Standardi kakovosti: Osnovna načela



Quality standards I: Basic principles

In this section and in the following three sections, all questions refer to the Erasmus quality standards. You have committed to the quality standards in your project application. Before replying, we recommend that you read the standards again so that your replies best address the topics covered. You may read the quality standards on the Europa web:

[here](#)

Inclusion and diversity		
Activity Type	Number of participants with fewer opportunities	Percentage of participants with fewer opportunities
Sledenje na delovnem mestu	0	0%
Udeležba na tečaju ali usposabljanju	0	0%
Total	0	0%

Would you like to provide any further comments or information about the inclusion dimension in your project?

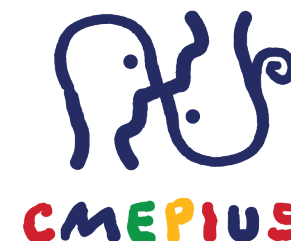
1000

Environmental sustainability and responsibility		
Activity Type	Number of participants using sustainable means of transport (green travel)	Percentage of participants using sustainable means of transport (green travel)
Sledenje na delovnem mestu	0	0%
Total	0	0%

Would you like to provide any further comments or information about the dimension of environmental sustainability and responsibility in your project?

1000

Standardi kakovosti: Osnovna načela



Digital education				
Activity Type	Number of participants in blended mobility activities	Percentage of participants in blended mobility activities	Average duration (in days) of the virtual component in blended mobility activities	Average duration (in days) of the physical component in blended mobility activities
Sledenje na delovnem mestu	0	0%	0	0
Total	0	0%	0	0

Did you use EPALE during the implementation of your project? *

Value missing

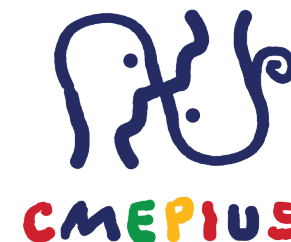
Would you like to provide any further comments or information about the digital dimension in your project? * 1000

Value missing

In which ways did your organisation participate in the network of Erasmus+ organisations, as described in the Erasmus quality standards? * 3000

Value missing

Standardi kakovosti: Dobro upravljanje aktivnosti mobilnosti – podporne organizacije



Quality standards II: Good management of mobility activities

Who were the persons in charge of implementing core tasks in your projects? How would you assess their performance? Who was in charge of supervising their work and how was the supervision done? *

2000

Value missing

Please upload a copy of your contract with each paid supporting organisation in section Annexes

Number of participant reports indicating that organisations other than the sending and hosting organisation have taken part in the setting up and implementation of your mobility: 0

In case there have been supporting organisations involved in your project, please make sure to declare them in the reporting tool. If no supporting organisations were involved, please briefly explain what may have led participants to answer positively to the above question. *

2000

Value missing

Number of participants indicating they have been asked to pay a fee in order to participate in Erasmus+ mobility activity: 0

What kind of fees or contributions have been asked from the participants? Why was it necessary to ask for these contributions? *

1000

Value missing

How did you ensure that the existence of participant contributions does not create unfair barriers for participation in your project (especially concerning participants with fewer opportunities)? *

1000

Value missing

What have you done to integrate the results of implemented mobility activities in your organisation's regular work? What were the results of your efforts? *

2000

Value missing

In which way do you think your organisation's capacity to work internationally has improved thanks to the funds received from Erasmus+, and organisational support funds in particular? If possible, please mention examples of investments you have made to improve your organisation's capacity. *

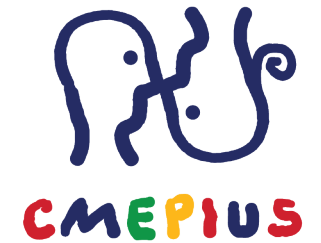
2000

Value missing

The table below shows the percentage of received participant reports.

For group activities, the participation report for the whole group is submitted by the lead accompanying person.

Standardi kakovosti: Zagotavljanje kakovosti in nudenje podpore udeležencem



Quality standards III: Providing quality and support to the participants

How did you organise practical and logistic arrangements for your participants? What kind of quality checks did you perform to make sure that the arrangements were of sufficient quality? *

Kako ste organizirali praktično in logistično ureditev za vaše udeležence? Kakšne preglede kakovosti ste izvedli, da bi bili aranžmaji dovolj kakovostni?*

1846

What legal requirements related to health and safety of participants did you identify as applicable for the activities that you have implemented? How did you address them? *

Katere pravne zahteve v zvezi z zdravjem in varnostjo udeležencev ste prepoznali kot veljavne za aktivnosti, ki ste jih izvajali? Kako ste jih nagovorili?*

1845

How did you select the participants for your mobility activities? If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all categories *

Kako ste izbirali udeležence za vaše aktivnosti mobilnosti? Če je bil vaš pristop drugačen za različne kategorije udeležencev (npr. učenci in osebje), poskrbite, da vključite informacije, ki zajemajo vse kategorije*

2785

Please describe the preparation activities offered to participants in your mobility activities. If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all categories. *

Prosimo, opišite pripravljalne dejavnosti, ki jih ponujate udeležencem v vaših aktivnostih mobilnosti. Če je bil vaš pristop drugačen za različne kategorije udeležencev (npr. učenci in osebje), poskrbite, da vključite informacije, ki zajemajo vse kategorije.*

2741

What kind of monitoring and mentoring arrangements did you in place to track the learning outcomes of your participants? If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all categories. *

Kakšne ureditve spremljanja in mentorstva ste vzpostavili za sledenje učnim rezultatom vaših udeležencev? Če je bil vaš pristop drugačen za različne kategorije udeležencev (npr. učenci in osebje), poskrbite, da vključite informacije, ki zajemajo vse kategorije.*

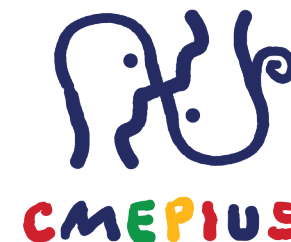
2788

How did you ensure that support is available to the participants during their activities? What kind of arrangements did you make for emergency contacts at the hosting and sending organisations? *

Kako ste zagotovili, da je podpora udeležencem na voljo med njihovimi dejavnostmi? Kakšne dogovore ste sprejeli za nujne stike v gostiteljski in pošiljajoči organizaciji?*

1829

Standardi kakovosti: Zagotavljanje kakovosti in nudenje podpore udeležencem – jezikovna podpora



The following table presents the types of linguistic support used in your project. This table cover participants in individual staff and learner mobility activities.

Language	Number of participants	Number of participants using Online Language Support [only VET]	Number of participants receiving language support grant	Number of participants receiving additional language support grant for long-term activities
Angleščina	2	0	0	0

The following table presents the share of participants replying positively to participant report questions about language learning. The data excludes participants indicating that they were already fluent in the main language used during their mobility period.

For group mobility activities, the question has been answered by the lead accompanying person for the entire group of participants.

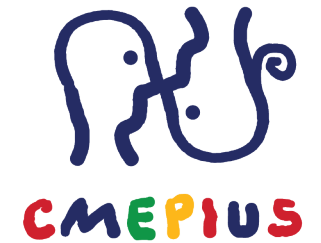
	Percentage of positive replies – individual activities	Percentage of positive replies – group activities
Do you think that you have improved your skills in the main language used during your mobility period?	-%	-%
Did you receive any support to improve your language skills before or during your mobility period (for example: a language course, language learning materials, language coaching or similar)?	-%	-%

If you wish, you may provide further information or comments about linguistic support in your project.

Če želite, lahko zagotovite dodatne informacije ali komentarje o jezikovni podpori v vašem projektu.

1900

Standardi kakovosti: Zagotavljanje kakovosti in nudenje podpore udeležencem – učni izidi



Please describe step-by-step how did you define the expected learning outcomes for your participants. Who were the key persons involved in this process? How were the hosting organisations involved? If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all categories. *

2631

Prosimo, opišite korak za korakom, kako ste opredelili pričakovane učne rezultate za vaše udeležence. Kdo so bile ključne osebe, ki so sodelovale pri tem procesu? Kako so bile vključene gostiteljske organizacije? Če je bil vaš pristop drugačen za različne kategorije udeležencev (npr. učenci in osebje), poskrbite, da vključite informacije, ki zajemajo vse kategorije.*

How did you evaluate your participants' learning outcomes? If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all categories. *

2792

Kako ste ocenili učne rezultate svojih udeležencev? Če je bil vaš pristop drugačen za različne kategorije udeležencev (npr. učenci in osebje), poskrbite, da vključite informacije, ki zajemajo vse kategorije.*

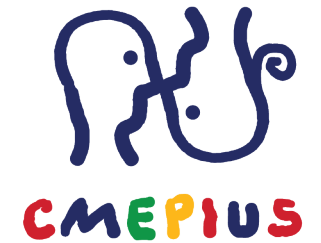
The following table summarises the information about certifications provided to participants in your project. The data includes only participants in individual staff and learner mobility activities. Please note that more than one certification can be issued per participant, so the total in the table does not correspond to the total number of participants in the project.

Would you like to provide any further information or comments about the recognition process you have used? Please make sure to provide an explanation if the table above indicates that there was a larger number of participants who did not receive any certification.

1762

Ali želite posredovati dodatne informacije ali komentarje o postopku prepoznavanja, ki ste ga uporabili? Prosimo, da navedete pojasnilo, če iz zgornje tabele izhaja, da je bilo večje število udeležencev, ki niso prejeli nobenega potrdila.

Standardi kakovosti: Deljenje rezultatov in informacij o programu



What have you done to make your organisation's participation in Erasmus+ widely known within your organisation? What kind of opportunities did you create for participants to share their Erasmus+ mobility experience with their peers? *

1784

Kako ste poskrbeli, da so vsi v vaši organizacije vedeli, da sodelujete v projektu Erasmus+? Kakšne priložnosti ste ustvarili za udeležence, da svojo izkušnjo mobilnosti Erasmus+ delijo z drugimi učitelji in učenci?

What have you done to share the results of your activities with other organisations and the public? *

1925

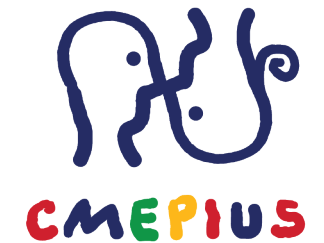
Kako ste rezultate mobilnosti delili z drugimi organizacijami in javnostjo?

What have you done to publicly acknowledge European Union funding for your project and to make your organisation's participation in Erasmus+ known in your community and in the wider public? *

1818

Kako ste poskrbeli za prepoznavanje, da je vaš projekt sofinancirala Evropska unija? Kako ste poskrbeli, da je vaše sodelovanje v programu postalo znano v lokalni skupnosti in širše?

Zadovoljstvo udeležencev mobilnosti: splošno zadovoljstvo



Participants' rating of attended courses and training					
	5 - Very good quality	4 – Good quality	3 – Acceptable quality	2 – Low quality	1 – Very low quality
Information and transparency	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %
Content and pedagogy	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %
European dimension	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %
Services and facilities	0,00 %	0,00 %	0,00 %		
Follow-up	0,00 %	0,00 %	0,00 %		
Overall course rating (average)					

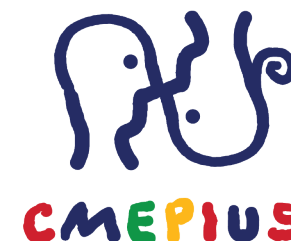
	Share of participants in staff activities indicating that they were satisfied	Share of participants in individual learner activities indicating that they were satisfied	Share of lead accompanying persons indicating the group experience has been satisfactory
Overall organisation of the activity in terms of logistics and practical arrangements	0,00 %	-	-
Travel arrangements	0,00 %	-	-
Accommodation	0,00 %	-	-
Insurance coverage and information about insurance	0,00 %	-	-
My questions (or complaints) were addressed in a timely and helpful way	0,00 %	-	-

Please comment on the participants' feedback summarised in this section. You should identify weak and strong points and explain them. In this context, figures indicating less than 80% satisfaction are considered as quite weak results. If you notice any figures in this range, make sure to address them in your reply. *

Komentirajte povratne informacije udeležencev, povzete v tem razdelku. Izpostavite močne in šibke točke. Pri šibkih pojasnite zakaj je do tega prišlo.

5849

Zadovoljstvo udeležencev mobilnosti: z rezultati mobilnosti



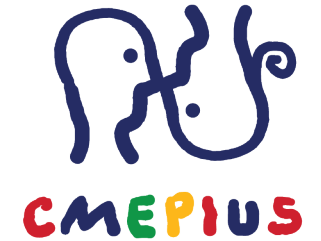
Staff participants in individual mobility activities	Share of participants indicating they have benefited in this way			
	Key competences targeted for improvement	Number of participants – individual activities for staff	Number of participants – individual activities for learners	Number of participants – group activities
I have learned or improved practical skills relevant for my current job and for my professional development.				
I have improved my knowledge of the subject I am teaching and of my professional field.	Active citizenship	2	1	4
I have improved my organisational, management and leadership skills.	Cultural awareness and expression	1	0	1
I have improved my career opportunities.	Digital and technology-based competences	1	0	1
	Entrepreneurship	0	0	1
	Interpersonal skills, and the ability to adopt new competences	1	0	1
	Literacy	1	1	3
	Multilingualism	1	0	0
	Numerical, scientific and engineering skills	0	0	1

Please comment on the results reflected in the data presented in this section. Highlight the aspects you consider most relevant considering your project plan and complement this information with any other results that you think are not visible from the presented information. *

4849

Komentirajte povratne informacije udeležencev, povzete v tem razdelku. Izpostavite močne in šibke točke. Pri šibkih pojasnite zakaj je do tega prišlo.

Cilji projekta in dosežki



Project objectives and achievements

The following objectives have been defined in your project application. Please describe the achievements you have reached for each of these objectives. Keep your replies consistent with what you have written in your application and with the information in this report. If there were changes in your approach during implementation, you should explain them here.

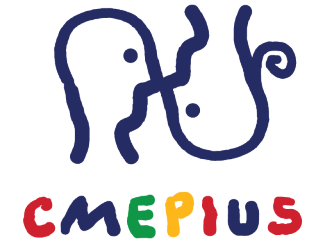
Objective [11287]	11287
Title:	Spoznati primere dobrih in inovativnih praks [REDACTED]
Explanation:	[REDACTED]
Measuring success:	[REDACTED]
Achievements:	<p>Pojasnite kako ste dosegli ta cilj in predstavite dosežeke. Ste dosegli vse kar ste načrtovali v prijavi? Če ne, česa niste in zakaj? Kako ste preverili doseganje ciljev= Podajte konkretne ugotovitve o doseganju ciljev. Npr. za koliko % se je povečal vpis v program xy, za koliko % se je zmanjšalo zapuščanje programov, koliko programov ste posodobili z novimi metodami uporabe IKT v poučevanju.... Pojasnite za vsak posamezen cilj.</p> <p> </p>

3569

Would like to add any further explanations or comments regarding your project's objectives and achievements?

3000

Evropsko jezikovno priznanje



European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, [here](#):

[here](#)

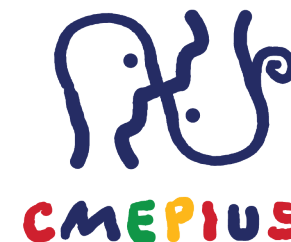
Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

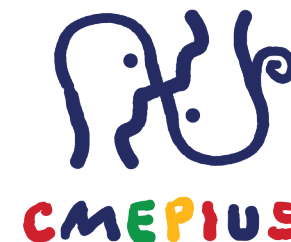
- Označite, če bi radi kandidirali za Evropsko jezikovno priznanje in odgovorite na dodatna vprašanja.
- Prijava ne vpliva na oceno končnega poročila in se ocenjuje posebej.
- Kontaktna oseba za EJP: gregor.vrabec@cmepius.si

Proračun



Budget category	Grant reported	Grant awarded
Organisational support	1 150,00 €	7 000,00 €
Travel	695,00 €	6 050,00 €
Individual support	14 796,00 €	16 880,00 €
Linguistic support	150,00 €	3 000,00 €
Course fees	320,00 €	0,00 €
Inclusion support for organisations	800,00 €	500,00 €
Preparatory visits	6 325,00 €	1 150,00 €
Inclusion support for participants	2 323,59 €	1 000,00 €
Exceptional costs	800,00 €	0,00 €
Total	148 159,59 €	35 980,00 €

Priloge h končnemu poročilu



Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

Download the declaration on honour

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Other documents

Please attach any other relevant documents.
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No	Name	File size (kB)	Type of document
0	častna-izjava (3).pdf	376	Declaration on honour Remove
Total size (kB)		376	

OBVEZNA PRILOGA: podpisana častna izjava

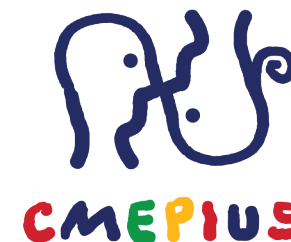
OBVEZNA PRILOGA V PRIMERU ZELENEGA POTOVANJA: častna izjava udeležencev, ki so uporabljali zeleno potovanje (v primeru skupinske mobilnosti jo podpiše glavna spremljevalna oseba)

<https://www.cmeplus.si/wp-content/uploads/2022/06/Castna-izjava-zeleno-potovanje.docx>

OBVEZNA PRILOGA V PRIMERU IZREDNIH STROŠKOV: računi + potrdila o plačilu

NE PRILAGATE: učni sporazum, potrdilo o udeležbi, program mobilnosti, sporazum z udeležencem

PRILOGE



- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants
- ✓ Quality standards IV: Sharing results and knowledge about the programme
- ✓ Participant satisfaction
- ✓ Project objectives and achievements
- ✓ Budget
- ✗ Annexes**
- ✗ Checklist

Annexes

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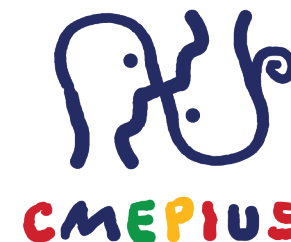
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DRUGE PRILOGE



Other Documents
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No	File Name	File Size (kB)	Type
0	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour
1	Annex 1_2021-2-PL01-KA122-SCH-000009355.pdf	5	Other Document
2	Annex 2_2021-2-PL01-KA122-SCH-000009355.pdf	5	Other Document
Total size (kB)		16	

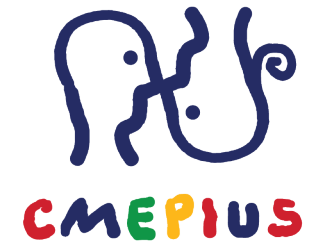
OBVEZNA PRILOGA V PRIMERU ZELENEGA POTOVANJA:

Častna izjava udeležencev, ki so uporabljali zeleno potovanje

<https://www.cmepius.si/wp-content/uploads/2022/06/Castna-izjava-zelena-potovanje.docx>

Računi + potrdila o plačilu za izredne stroške ali za podporo za vključevanje za udeležence

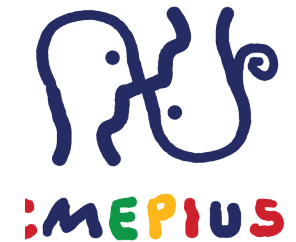
KONTROLNI SEZNAM



✓ Participant satisfaction	<h3>Checklist</h3> <p>Before submitting your report form to the National Agency, please make sure that:</p> <ul style="list-style-type: none"><input type="checkbox"/> All necessary information on your project has been encoded in Beneficiary Module<input type="checkbox"/> The report form has been completed using one of the mandatory languages specified in the Grant Agreement<input type="checkbox"/> All the relevant documents are annexed:<ul style="list-style-type: none"><input type="checkbox"/> Declaration on Honour, signed by the legal representative of the beneficiary organisation.<input type="checkbox"/> The necessary supporting documents as requested in the grant agreement.<input type="checkbox"/> You have saved or printed the copy of the completed form for your records. <p>Conditions for Final report submission</p>
✓ Project objectives and achievements	
✓ Budget	
✓ Annexes	
✗ Checklist	

✓ Project objectives and achievements	<h3>Checklist</h3> <p>Before submitting your report form to the National Agency, please make sure that:</p> <ul style="list-style-type: none">✓ All necessary information on your project has been encoded in Beneficiary Module✓ The report form has been completed using one of the mandatory languages specified in the Grant Agreement✓ All the relevant documents are annexed:<ul style="list-style-type: none">✓ Declaration on Honour, signed by the legal representative of the beneficiary organisation.✓ The necessary supporting documents as requested in the grant agreement.✓ You have saved or printed the copy of the completed form for your records.
✓ Budget	
✓ Annexes	
✓ Checklist	

ODDAJA POROČILA



Quality standards III: Providing quality and support to the participants

Quality standards IV: Sharing results and knowledge about the programme

Participant satisfaction

Project objectives and achievements

Budget

Annexes

Checklist

The necessary supporting documents as requested in the grant agreement.

You have saved or printed the copy of the completed form for your records.

Conditions for Final report submission

Final report can only be submitted if:

All mandatory fields in the report have been filled in

Reported Budget is greater than zero, see [Budget](#)

All mobility activities and group activities in the project are in status Complete, see [List of mobility activities](#) and [List of group activities](#)

Declaration on Honour has been uploaded.

Checklist has been fulfilled

[Start Submission process](#)

PROTECTION OF PERSONAL DATA

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Quality standards IV: Sharing results and knowledge about the programme

Participant satisfaction

Project objectives and achievements

Budget

Annexes

Checklist

Conditions for Final report submission

Final report can only be submitted if:

All mandatory fields in the report have been filled in

Reported Budget is greater than zero, see [Budget](#)

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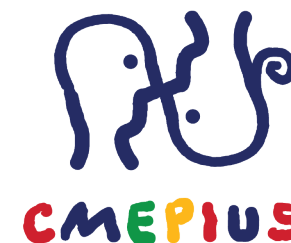
Declaration on Honour has been uploaded.

Checklist has been fulfilled

[Start Submission process](#)

PROTECTION OF PERSONAL DATA

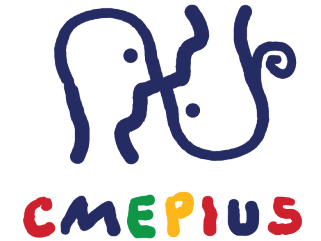
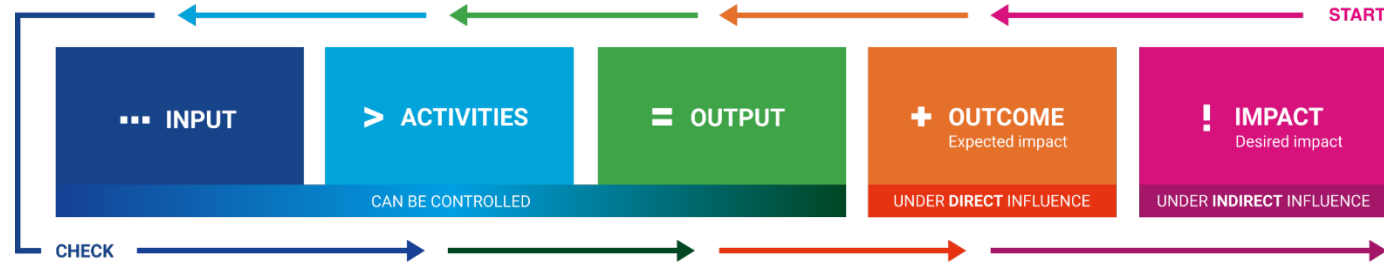
Please read our privacy statement to understand how we process and protect your personal data



Ključni pojmi KP

Učni izidi mobilnosti, rezultati projekta in učinki projekta.

Učni izidi



- **Učni izidi** pomenijo znanje, spretnosti in kompetence na določeni ravni. So izjave o tem, kar po zaključeni mobilnosti udeleženec ve, je zmožen narediti, presojati in se odločiti.
- **Učni izidi** so izjave o tem, kar naj bi udeleženec znal, razumel in bil zmožen izkazati po zaključeni mobilnosti.

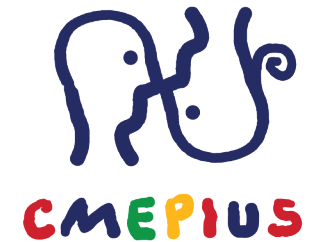
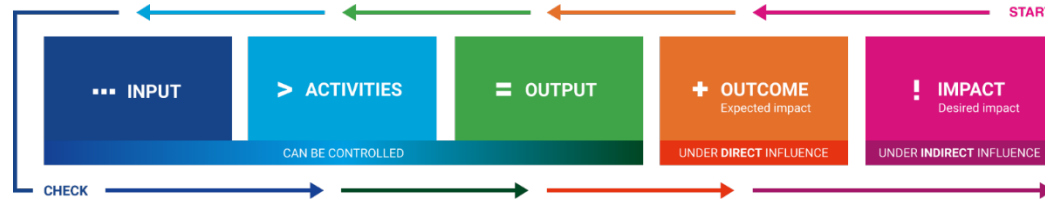
Učni izidi so po svoji naravi:

- neposredno **usmerjeni na udeleženca**,
- povezani **z ocenjevanjem**,
- zapisani **neodvisno od konteksta učenja** (formalno, neformalno, priložnostno učenje)
 - omogočajo fleksibilno /individualizirano učenje.
- so pod našim direktnim vplivom (mi načrtujemo učne cilje mobilnosti)

Učni izidi se (lahko) nanašajo na:

- **Znanje** (poznavanje in razumevanje relevantnih vsebin, teorij, konceptov, sistematike strokovnih disciplin)
- **Spretnosti** (izvajanje psihomotoričnih tehnik, procedur in metod dela, obvladovanje postopkov in delovnih procesov)
- **Kompetence/ stališča** (profesionalnost, odgovornost, avtonomnost, razvoj osebnostne in profesionalne držbe)
- **Vedenje** (sprememba v odnosu do skupin ljudi, do okolja, do sodelovanja v demokratični družbi...)

Rezultati projekta



Rezultati projekta so lahko:

- **Oprijemljivi:** npr. smernice, priročnik, program usposabljanja/ izobraževanja, zbirka primerov dobrih praks, spletna igra, platforma, spletno orodje, didaktični pripomoček, gradivo...
- **Neoprijemljivi:** npr. novo znanje in spretnosti, nova vedenja, stiki, novi pristopi in metode dela, novi načini organizacije aktivnosti, spremembe v vrednotah, stališčih, boljše razumevanje in poznavanje vsebine...

Glede na vsebino in cilje projekta rezultati **kažejo na spremembe** v znanju, informacijah, stališčih, vedenju in dejanjih oseb ali pa gre za **specifične izdelke in storitve**, ki so nastali med izvajanjem projekta.

Rezultati projekta so merljive:

- spremembe v znanjih spretnostih, vedenjih, vrednotah, stališčih... posameznikov
- in so tudi nove, posodobljene, spremenjene storitve ali izdelki, ki nastanejo kot rezultat izvajanja projektnih aktivnosti.

Lahko gre za spremembo pri:

- posameznem udeležencu mobilnosti, strokovnem delavcu, učečemu se odraslemu,
- v sodelujočih organizacijah ali
- za spremembo v nacionalnih sistemih izobraževanja.

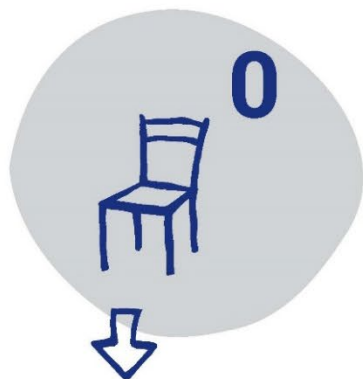
Naj bo merljiv!

Je na voljo ob koncu projekta!

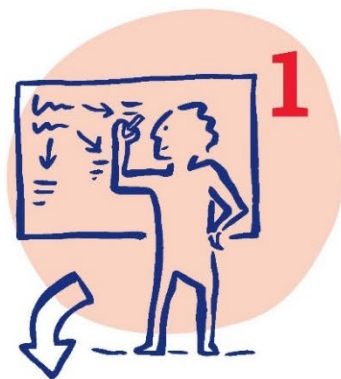
Trajnost projektnih rezultatov:

- so vključeni v redno delo.
- so v uporabi tudi po zaključku projekta.

Raven trajnosti projektnih rezultatov



Naučenega/
pridobljenega
udeleženci **NE**
UPORABLJAJO
niti se na osnovi
pridobljenega ni
zgodila nobena
nadaljna aktivnost



Pridobljeno znanje
udeleženec uporablja
pri svojem delu in/ali
se to novo znanje
uporabi v novi
aktivnosti (projektu)

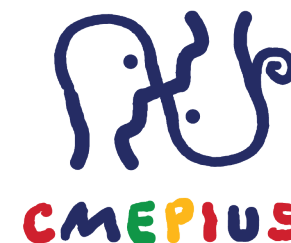
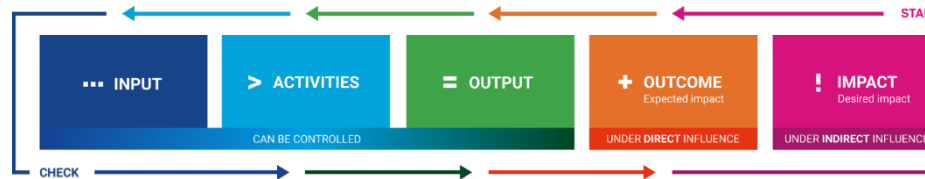


Pridobljeno znanje je
udeleženec prenesel
sodelavcem v isti
organizaciji in/ali je
njegovo znanje
prispevalo k spremembi
organizacije/ načina
dela na organizaciji



Pridobljeno znanje
preneseno zaposlenim
na **sorodnih**
organizacijah, ki to
uporabljajo v rednem
delu – znanje je
podlaga za inovacije v
nacionalnem sistemu
izobraževanja

Učinki projekta



Učinki projekta so vse **spremembe**, ki nastanejo kot posledica sodelovanja v projektu in jih lahko **opazimo, identificiramo in izmerimo**:

- **na ravni posameznika** – (na udeležence mobilnosti, na strokovne delavce, na učeče se odrasle)
- **na ravni organizacije** – (naše organizacije, sodelujočih organizacij, strokovno podobnih organizacij)
- **na sistem izobraževanja in usposabljanja** (na nacionalni ravni, na evropski ravni).

Učinki so to, kar smo želeli s projektom doseči, ne narediti! Učinki projekta niso pod našim direktnim vplivom, vpliva lahko več stvari. Bolj kot so dolgoročni učinki, manjši je naš vpliv.

Ni nujno, da jih v času trajanja projekta dosežemo.

So sinergična posledica projektne aktivnosti in rezultatov do katerih pride po koncu projekta.

Učinke projekta se izmeri!

Določiti je treba **način merjenja** (metodo) in **kazalnike**, ki bodo predstavljali enote za merjenje. Sprememba je vedno merska enota uspeha.

So odvisni od številnih drugih dejavnikov.

Učinki so lahko direktni, indirektni, kratkoročni, srednjeročni in dolgoročni.

So merljivi.

- [Orodje Matrika Učnike+](#)

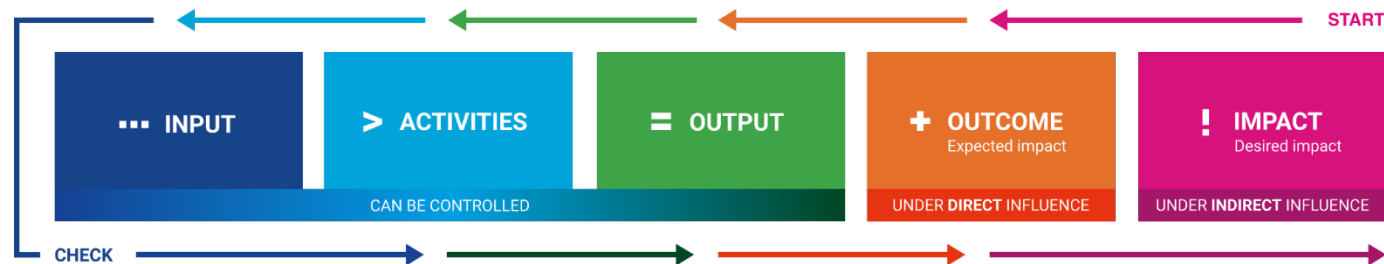
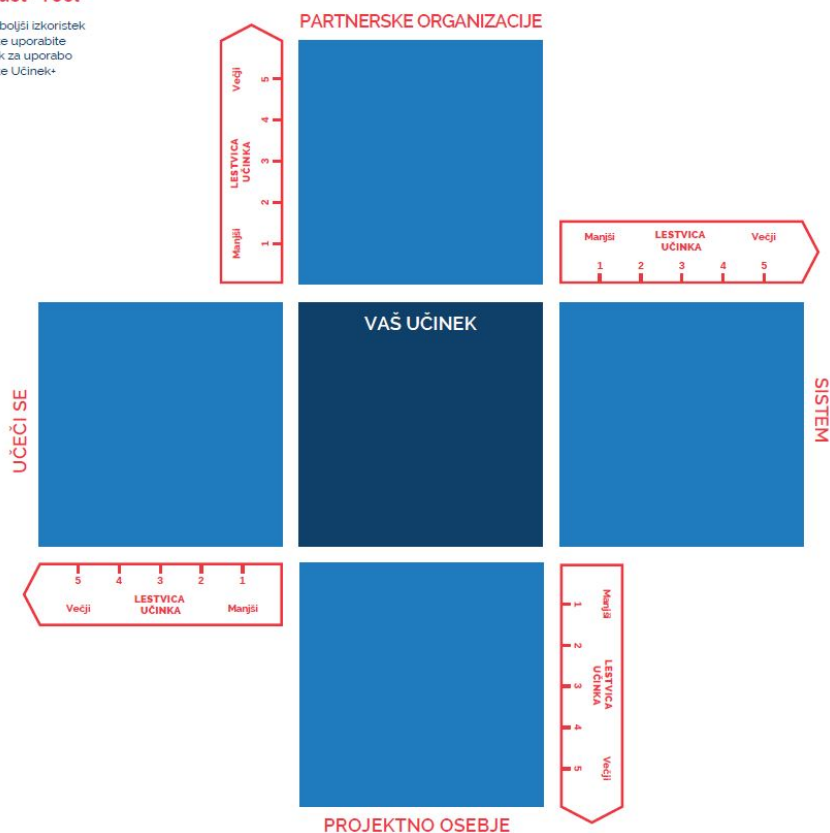
Orodje pomaga pri razmisleku o učinkih, ki si jih želimo s projektom doseči in kako jih meriti.

Razmislek: s katerimi podatki razpolagamo, kaj merimo.

Izmerite učinek: Matrika Učinek+

Impact+ Tool

Za najboljši izkoristek matrike uporabite Vodnik za uporabo matrike Učinek+



Več o Matriki Učinek+:

- <https://www.cmeplus.si/razvijamo-za-vas/gradiva/matrika-ucinek/?hilite=u%C4%8Dinek>

Orodje:

- <https://www.cmeplus.si/wp-content/uploads/2021/02/Matrika-Ucinek-text.pdf>

Priročnik za merjenje učinkov:

- <https://www.cmeplus.si/wp-content/uploads/2021/02/Vodnik-za-uporabo-matrike-Ucinek-SI-v1-2017.pdf>

Primer

„Izboljšanje ravni znanja komunikacije v angleškem jeziku.“

Je učni izid in rezultat projekta – v primeru, ko gre udeleženec v sklopu mobilnosti na aktivnost tečaj angleščine. V tem primeru navedemo za koliko (oz. v kakšnem deležu) se je raven znanja komunikacije v angleškem jeziku izboljšalo pri dotični osebi.

Je lahko učinek projekta – v primeru, ko gre za izboljšanje ravni znanja komunikacije v angleškem jeziku pri skupini udeležencev izobraževanja odraslih, do katerega so vodile projektne aktivnosti:

npr. v sklopu mobilnosti strokovnega osebja je bila obiskana metodološka delavnica, ki so jo obiskali izobraževalci odraslih, novo znanje so vključili v redno delo (npr. nova metoda poučevanja, pristop, nova didaktična gradiva...). Uvedba nove metode v delo v razredu je prispevali k višji ravni znanja udeležencev izobraževanja, ki jo lahko izmerimo (npr. učni uspeh).

Primer

Opišite širši učinek projekta na organizacije in posameznike zunaj vaših organizacij na lokalni, regionalni, nacionalni, evropski in/ali mednarodni ravni.

Eden od učinkov sodelovanja v programu Erasmus+ 2018 je tudi navezovanje novih stikov in mreženje tudi na mednarodni ravni.

Takšen odgovor bo ovrednoten s šibko.

Možnosti izboljšanja:

Nasloviti vse dele vprašanja in predstavite učinke na organizacije in posameznike na lokalni ravni, na regionalni ravni, na nacionalni ravni, na evropski in/ali mednarodni ravni. Predstavite kaj se je pri posamezniku ali dotični organizaciji spremenilo na bolje, izjavo podrepite s podatki, primeri ali dejstvi.

Primeri neustreznih odgovorov

Vprašanje: Ali so bili prvotno zastavljeni cilji doseženi? Kako so bili doseženi? Prosim, opišite tudi odstopanja od pričakovanega.

Odgovor: Da, vsi cilji projekta so bili doseženi. Na mobilnost je odšlo več oseb kot predvideno, dodana sta bila 2 nova partnerja.

Zakaj sta odgovora šibka?

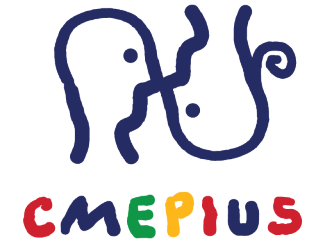
Vprašanje: Kako so bile urejene zadeve v povezavi s kvaliteto managementa, kdo je bil zadolžen za to?

- Podpisan je bil „Quality Agreement“.

Kako lahko zapišemo bolje?



Dobro predstavljeni učni izidi, projektni rezultati so:



- Specifični (zadosti natančni, zapisani v jasnem jeziku)
- Objektivni (oblikovani nevtralnno, brez dvoumnosti)
- Uporabni (relevantni za splošno nepoklicno izobraževanje odraslih, vključeni v redno delo, so v uporabi)
- Relevantni (prispevajo h kakovosti izobraževanja odraslih, so v uporabi in koristijo udeležencem IO)
- Izražajo standard (kažejo na standard, ki naj bo dosežen)
- Konkretno predstavljeni (poimenovani ali opisani vsebinsko, podkrepljeni s podatki ali primeri iz prakse)

Dobro predstavljeni učinki projekta so vse zgoraj naštetu in še:

Podkrepljeni z dejstvi, ki dodatno pojasnijo naše navedbe učinkov (npr. jasno izmerjeno in predstavljeno za koliko odstotkov se je povečal delež odraslih vključenih v programe izobraževanja na organizaciji po izvedbi projekta v primerjavi s stanjem pred izvedbo projekta...)

Izmerjeni ter ovrednoteni bodisi kvantitativno (v kolikšnem deležu ali številu se je spremenilo neko stanje) ali pa kvalitativno (spremembe v vedenju, dejanjih, stališčih – ki jih lahko izmerite, opazite...)



New opportunities start here

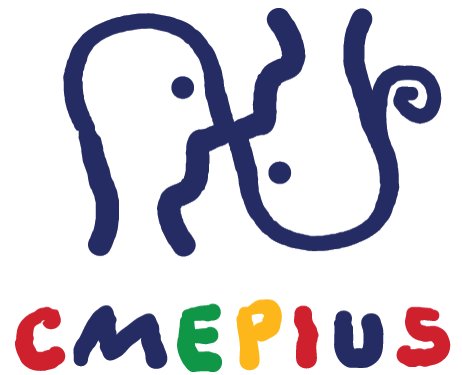
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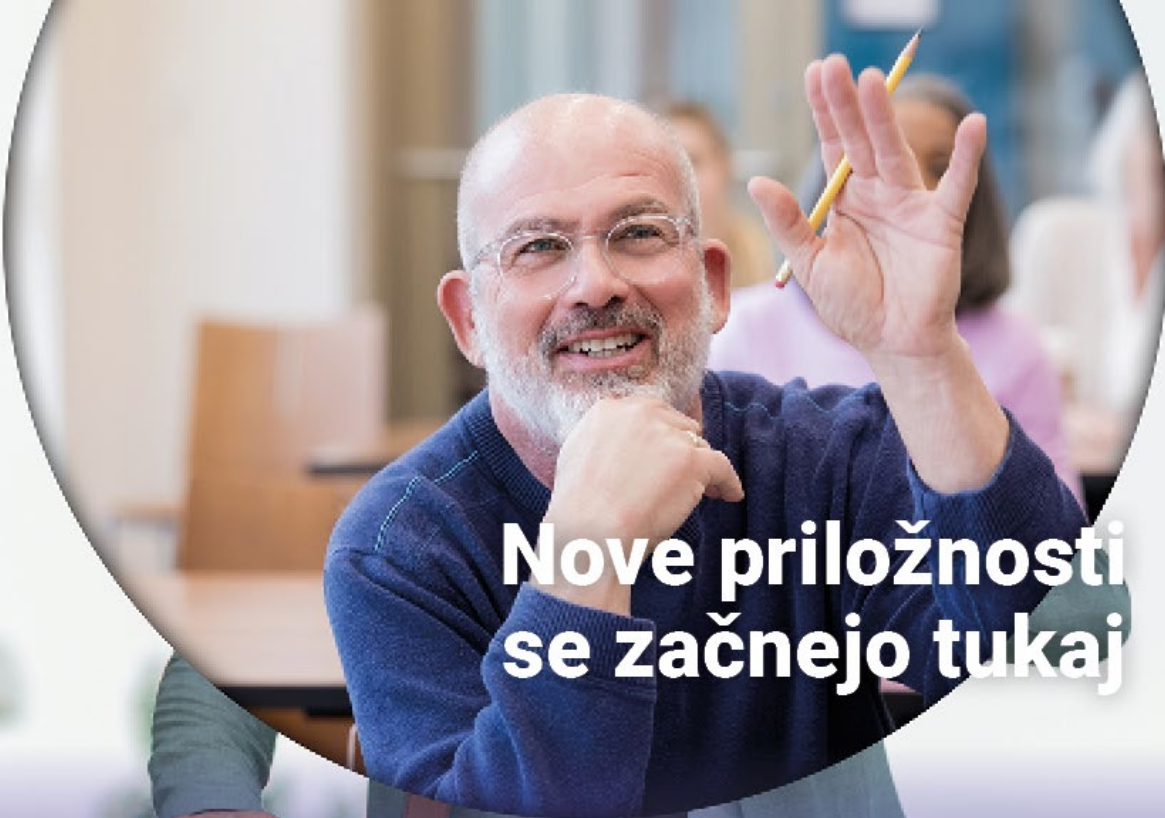
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- Jean Monnet
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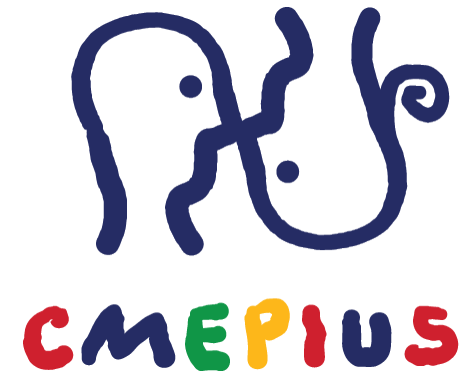
Sporaz. o
Jean Monnet
Mladina
Splošno šolsko izobraževanje
Poklicno in strokovno izobraževanje
Terciarno izobraževanje



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Izobraževanje odraslih

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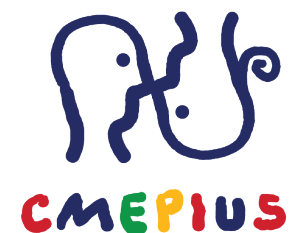
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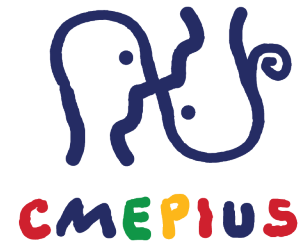
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