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Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with your accreditation.

A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process. Before completing your report, we recommend that you read the standards again to understand the evaluation criteria fully. You may access the quality standards on the Europa web:

here

Delivering targets and coherence with Erasmus Plan (50 points)	The extent to which: • the awarded funding has been absorbed by the beneficiary organisation, or the beneficiary has provided sufficient justification for partial absorption • the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities and budget absorption • the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage

Compliance with Erasmus quality standards (50 points)	The extent to which:
	• the beneficiary has ensured that the participants submit their participation reports, or has provided sufficient justification for a low submission rate
	• the participants' feedback shows that:
	  • the participants were satisfied with their mobility activities
	  • the activities have been beneficial for the participants
	  • the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities
	  • the quality of the implemented activities has been in line with the quality standards (in particular on integrating results of mobility activities in the organisation, practical arrangements, preparation, monitoring and mentoring, support during the activity, linguistic support, definition of learning outcomes, recognition of learning outcomes)

Project details

Applicant organisation:	Centro Provinciale per l'istruzione degli adulti Cremona
Applicant organisation OID:	E10221177
Project code:	2023-1-IT02-KA121-ADU-000115077
Action type:	Accredited projects for mobility of learners and staff in adult education (KA121-ADU)
Field:	Adult Education
Project start date:	01-06-2023
Project end date:	31-08-2024
Accreditation code:	2022-1-IT02-KA120-ADU-000108307
Accreditation type:	Accreditation for an individual organisation
Grant awarded:	37 440,00 €
National Agency:	IT02 - Agenzia Nazionale Erasmus+ - INDIRE
Language used to fill in the form:	EN

The report must be completed using one of the allowed languages specified in your grant agreement.

Budget

Budget category	Grant reported	Grant awarded
Organisational support	2 700,00 €	N/A
Travel	5 015,00 €	N/A
Individual support	20 142,00 €	N/A
Linguistic support	0,00 €	N/A
Course fees	6 160,00 €	N/A
Inclusion support for organisations	0,00 €	N/A
Total for budget categories applying unit contributions	34 017,00 €	37 440,00 €

	Grant reported	Grant awarded
Total for all budget categories	34 017,00 €	37 440,00 €
Absorption rate	90,86 %	N/A

Please explain why you were not able to use the entire awarded grant.
Perchè abbiamo programmato per il supporto organizzativo un budget maggiore di quello di cui avremmo potuto in realtà usufruire.

Activities

The following section summarises information about the activities you have implemented with your grant. The purpose is to compare the implemented activities with the indicative targets defined in your grant agreement, and to provide context for these figures.

Your grant agreement (Annex 1) defines the rules for this exercise:

The beneficiary shall manage their grant with the following goals, listed in order of priority:

- using the awarded grant fully,
- working towards objectives of the Erasmus Plan linked to the above-mentioned accreditation code,
- delivering indicative targets defined in section 'Activities' of this Annex.

The table of indicative targets in section 'Activities' includes a standard flexibility margin for each target (the margin is indicated in brackets). The standard flexibility margin underlines the indicative nature of the targets. Reaching any value within the standard flexibility margin will be considered as having fully reached the target, without a need for a particular justification from the beneficiary, and as long as the project's awarded grant has been fully used.

Overall, the beneficiary must prioritise targets for activities and categories of participants that have been marked with priority status at budget allocation stage. Targets for auxiliary categories (accompanying persons and preparatory visits) are the lowest priority.

Changes beyond the standard flexibility margin are permitted and do not require an amendment to the grant agreement. The beneficiary will explain such larger changes as part of the final report. The changes and provided explanations will be evaluated as part of the final report assessment. Such changes may reflect positively on the project's overall score, depending on the quality of the provided explanation (particularly with regard to the beneficiary's Erasmus Plan objectives).

These rules reflect key principles of accredited grants: flexibility and trust. As an accredited Erasmus+ organisation, you are entrusted to manage your grant in a responsible way, adapting your actions to changing circumstances and your organisation’s needs. In this process, results and quality are more important than any numerical targets. In addition, flexibility is needed because budgetary restrictions can make it impossible form you to deliver figures exactly as planned before the start of the implementation.

Therefore, it is normal and expected that your implemented targets will not perfectly match the indicative targets estimated at application stage.

You should use questions in this section to show to the evaluators that you have been carefully managing your grant. The key figures are provided for you automatically based on the data you have already provided. In your replies, you should focus on providing a context for these figures. Your goal should be to show that implementation decisions were made in the best interest of your organisation and the participants, that you have kept your Erasmus Plan objectives in mind, and that you have done your best to use the available budget to the maximum.

Please pay particular attention to explanations linked to priority activities.

Priority activities are those that have carried additional points at the application stage. Priority activities can differ between countries and therefore it is not possible to present here a full list. To check which activities fall in the priority category, please consult the rules of budget allocation applicable to the call year of your grant application. You can find this information on the website of your National Agency.

Activity type	Number of participants		Duration in days Total(average)		Number of accompanying persons		Duration in days for accompanying persons Total (average)		Number of persons in preparatory visits	
	Indicative target	Implemented	Indicative target	Implemented	Indicative planning	Implemented	Indicative planning	Implemented	Indicative planning	Implemented
Job-shadowing	3 (2 - 4)	4	21 (17 - 25)	20 (5,00)	0	0	0	0 (0,00)	0	0
Courses and training	14 (11 - 17)	13	98 (78 - 118)	77 (5,92)	0	0	0	0 (0,00)	0	0
Total	**17 (13 - 21)**	**17**	**119 (95 - 143)**	**97 (10,92)**	**0**	**0**	**0**	**0 (0,00)**	**0**	**0**

Activity type	Number of participants with fewer opportunities		Number of participants in blended activities		Number of participants using sustainable means of transport (green travel)	
	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented
Job-shadowing	0	0	0	0	0	0
Courses and training	0	0	0	0	1 (1 - 2)	0
Total	**0**	**0**	**0**	**0**	**1 (1 - 2)**	**0**

Based on the information in the tables above, please compare your indicative targets and the implemented activities.

You should focus your replies on the most significant changes that took place, in particular:

- changes in priority activities;
- activities where the number of participants or the total duration is lower than 80% of the indicative target.

If you have implemented your activities almost exactly as planned, it is sufficient to state so in a short reply.

With reference to the tables above, which targets did you need to adjust during implementation, and why?
Gli obiettivi sono stati pienamente conformi a quanto progettato, sia in termini di attività che in termini di fabbisogni formativi che sono stati soddisfatti dai corsi seguiti nelle varie sedi.

How were your decisions during implementation guided by your Erasmus Plan?
Laddove sono stati scelti corsi differenti rispetto alla programmazione, le scelte sono state orientate dagli obiettivi declinati in fase di programmazione, focalizzando le attività soprattutto sui temi fondamentali per la nostra scuola, come l'integrazione, l'accoglienza e la gestione delle classi multilingue e degli immigrati di recente immigrazione.

Participants' feedback

This section contains feedback gathered from participant reports, presented per type of activities. For individual learner and staff activities, a report is requested from each individual participant. For group activities, one participation report is submitted by the group's lead accompanying person on behalf of the entire group.

The following table presents an overview of participant report submission rates across different activity types. The submission rate is calculated as the percentage of received reports out of the total expected.

Before submitting this report, please make sure that sufficient participant reports have been submitted to allow evaluators to make their assessment. Ensuring that participant reports are completed is part of your duties defined in the grant agreement and the Erasmus quality standards. For individual staff and learner activities, at least 90% submission rate is expected, while the submission rate for group participation reports should be 100%.

Please be aware that submitting your report with lower submission rates is likely to affect your evaluation score negatively. To improve the submission rate, we advise that you send reminders to participants who have not yet submitted their report, and that you instruct the lead accompanying persons to complete their group activity reports.

Participant reports submission rate	
Activity type	**Submission rate**
Job-shadowing	100,00%
Courses and training	100,00%
Overall for individual activities	**100%**
Overall for group activities	**Not applicable**

Job-shadowing

Job-shadowing – Participants' feedback part 1: Satisfaction

Participant reports submission rate	100,00%

General satisfaction	**Very satisfied**	**Satisfied**	**Dissatisfied**	**Very dissatisfied**
How satisfied are you with your Erasmus+ mobility experience?	100% (4 / 4)	0% (0 / 4)	0% (0 / 4)	0% (0 / 4)

Satisfaction with specific arrangements	
Were you satisfied with overall organisation of the activity in terms of logistics and practical arrangements?	100% (4 / 4)
Were you satisfied with travel arrangements?	100% (4 / 4)
Were you satisfied with accommodation?	100% (4 / 4)
Were you satisfied with insurance coverage and information about insurance?	100% (4 / 4)
Were you satisfied with how your questions (or complaints) were addressed?	100% (4 / 4)

Job-shadowing – Participants' feedback part 2: Preparation and hosting arrangements

Preparation arrangements		
Before departing for your mobility activity, did you receive any preparation, training or information about the destination country and the hosting organisation?		100% (4 / 4)
If yes, was this preparation and information useful to you?	Yes, I felt well prepared	75% (3 / 4)
	Yes, but I needed more preparation	25% (1 / 4)
	No, I did not find it useful	0% (0 / 4)
Before departing, I knew what to expect during my mobility period (what I was going to do and what I was expected to learn)		100% (4 / 4)
I have signed a learning agreement or a similar document defining the expected learning outcomes of my mobility period		75% (3 / 4)

Hosting arrangements	
The teaching / training at the hosting organisation was of good quality and relevant for me	100% (4 / 4)
I felt well received and well integrated at my hosting organisation	100% (4 / 4)
At the hosting organisation, I had a mentor or a similar person who was following my learning progress and results.	100% (4 / 4)
I have received contact information of someone at the sending organisation to contact in case of an emergency	100% (4 / 4)
I have received contact information of someone at the hosting organisation to contact in case of an emergency	100% (4 / 4)

Job-shadowing - Participants' feedback part 3: Results

Participants indicating they have benefited from their Erasmus+ activity	100% (4 / 4)

Results of implemented activities	
I have learned or improved practical skills relevant for my current job and for my professional development.	100,00 % (4 / 4)
I have improved my knowledge of the subject I am teaching and of my professional field.	50,00 % (2 / 4)
I have improved my organisational, management and leadership skills.	50,00 % (2 / 4)
I have improved my career opportunities.	0,00 % (0 / 4)
I have learned more about environmental, climate and sustainability issues.	0,00 % (0 / 4)
I have changed my habits to become more sustainable.	0,00 % (0 / 4)
I have a better understanding of the diversity in my society.	50,00 % (2 / 4)
I am more committed to work against discrimination, intolerance, xenophobia and racism.	100,00 % (4 / 4)
I am more interested in participating in elections, in other democratic processes, and in the life of my local community.	25,00 % (1 / 4)
I have learned more about Europe, the European Union and European values.	75,00 % (3 / 4)
I have learned more about new and useful ways to apply digital technology.	0,00 % (0 / 4)
I am eager to use more digital technologies in my studies or work.	25,00 % (1 / 4)

Certification of learning outcomes	Number of participants
Erasmus+ Learning Agreement complement	4

Job-shadowing - Participants' feedback part 4: Language learning

Linguistic support

	Number of participants	Number of participants receiving language support grant
English	4	0

Language learning

I think I have improved my skills in the main language used during my mobility period	75% (3 / 4)
I have received support to improve my language skills before or during my mobility period (for example: a language course, language learning materials, language coaching or similar)	50% (2 / 4)

Note: the figures in this table exclude participants who were already fluent in the main language used during their mobility period.

Job-shadowing - Participants' feedback part 5: Comments

Please comment on the participants' feedback summarised in parts 1 to 4 above. You should identify strong and weak points and explain them. In this context, figures indicating less than 80% of positive replies are considered as quite weak results. If there are any figures in this range, make sure to address them in your reply.

Dalla riflessione sul feedback dei partecipanti, si ritiene di dover progettare attività maggiormente legate alle discipline di insegnamento, in modo che l'esperienza all'estero sia arricchente anche da questo punto di vista.

Courses and training

Courses and training – Participants' feedback part 1: Satisfaction

Participant reports submission rate	100,00%

General satisfaction	**Very satisfied**	**Satisfied**	**Dissatisfied**	**Very dissatisfied**
How satisfied are you with your Erasmus+ mobility experience?	69.23% (9 / 13)	30.77% (4 / 13)	0% (0 / 13)	0% (0 / 13)

Satisfaction with specific arrangements	
Were you satisfied with overall organisation of the activity in terms of logistics and practical arrangements?	100% (13 / 13)
Were you satisfied with travel arrangements?	92.31% (12 / 13)
Were you satisfied with accommodation?	92.31% (12 / 13)
Were you satisfied with insurance coverage and information about insurance?	92.31% (12 / 13)
Were you satisfied with how your questions (or complaints) were addressed?	100% (13 / 13)

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	53.85% (7 / 13)	46.15% (6 / 13)	0% (0 / 13)	0% (0 / 13)	0% (0 / 13)
Content and pedagogy	53.85% (7 / 13)	46.15% (6 / 13)	0% (0 / 13)	0% (0 / 13)	0% (0 / 13)
European dimension	46.15% (6 / 13)	53.85% (7 / 13)	0% (0 / 13)	0% (0 / 13)	0% (0 / 13)
Services and facilities	53.85% (7 / 13)	38.46% (5 / 13)	7.69% (1 / 13)	0% (0 / 13)	0% (0 / 13)
Follow-up	53.85% (7 / 13)	38.46% (5 / 13)	7.69% (1 / 13)	0% (0 / 13)	0% (0 / 13)
Overall course rating (average)	**4.492307692307692**				

Courses and training – Participants' feedback part 2: Preparation and hosting arrangements

Preparation arrangements		
Before departing for your mobility activity, did you receive any preparation, training or information about the destination country and the hosting organisation?		92.31% (12 / 13)
If yes, was this preparation and information useful to you?	Yes, I felt well prepared	100% (12 / 12)
	Yes, but I needed more preparation	0% (0 / 12)
	No, I did not find it useful	0% (0 / 12)
Before departing, I knew what to expect during my mobility period (what I was going to do and what I was expected to learn)		84.62% (11 / 13)

Hosting arrangements	
I have received contact information of someone at the sending organisation to contact in case of an emergency	61.54% (8 / 13)
I have received contact information of someone at the hosting organisation to contact in case of an emergency	61.54% (8 / 13)

Courses and training - Participants' feedback part 3: Results

Participants indicating they have benefited from their Erasmus+ activity	100% (13 / 13)

Results of implemented activities	
I have learned or improved practical skills relevant for my current job and for my professional development.	92,31 % (12 / 13)
I have improved my knowledge of the subject I am teaching and of my professional field.	30,77 % (4 / 13)
I have improved my organisational, management and leadership skills.	23,08 % (3 / 13)
I have improved my career opportunities.	23,08 % (3 / 13)
I have learned more about environmental, climate and sustainability issues.	15,38 % (2 / 13)
I have changed my habits to become more sustainable.	0,00 % (0 / 13)
I have a better understanding of the diversity in my society.	61,54 % (8 / 13)
I am more committed to work against discrimination, intolerance, xenophobia and racism.	46,15 % (6 / 13)
I am more interested in participating in elections, in other democratic processes, and in the life of my local community.	0,00 % (0 / 13)
I have learned more about Europe, the European Union and European values.	46,15 % (6 / 13)
I have learned more about new and useful ways to apply digital technology.	30,77 % (4 / 13)
I am eager to use more digital technologies in my studies or work.	30,77 % (4 / 13)

Certification of learning outcomes	**Number of participants**
Europass Mobility Document	8
Other	1
Erasmus+ Learning Agreement complement	13

Courses and training - Participants' feedback part 4: Language learning

Linguistic support

	Number of participants	Number of participants receiving language support grant
English	13	0

Language learning

I think I have improved my skills in the main language used during my mobility period	76.92% (10 / 13)
I have received support to improve my language skills before or during my mobility period (for example: a language course, language learning materials, language coaching or similar)	63.64% (7 / 11)

Note: the figures in this table exclude participants who were already fluent in the main language used during their mobility period.

Courses and training - Participants' feedback part 5: Comments

Please comment on the participants' feedback summarised in parts 1 to 4 above. You should identify strong and weak points and explain them. In this context, figures indicating less than 80% of positive replies are considered as quite weak results. If there are any figures in this range, make sure to address them in your reply.

Dalla riflessione sul feedback dei partecipanti, anche in questo caso si ritiene di dover prestare ancora più attenzione nella programmazione dei percorsi formativi a corsi che siano maggiormente legati anche alla disciplina insegnata dai docenti, focalizzando comunque la didattica scelta sui concetti di integrazione, democrazia, lotta all'emarginazione sociale, in linea con la mission della scuola. Una parte della formazione poi andrebbe probabilmente direzionata verso i temi della gestione della leadership e della classe, vista la difficoltà (sentita da molti docenti) di gestire gruppi così variegati e complessi come quelli di un Centro Provinciale per l'Istruzione degli Adulti.

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?
NO

Hosting organisations

Activity type	Hosting organisation	Organisation Type	Number of persons participating in the preparatory visits	Number of participants
Courses and training	Teacher Academy Ireland Limited (E10239861,IE)	Other type of organisation	0	6
Courses and training	European Academy of Creativity (E10247545,ES)	Other type of organisation	0	2
Courses and training	Europass Teacher Academy Finland (E10305408,FI)	Other type of organisation	0	2
Courses and training	Molinos de Viento bv (E10293762,NL)	Other type of organisation	0	1
Courses and training	Eruditus Language School (E10185249,CH)	Other type of organisation	0	1
Courses and training	Κέντρο Ξένων Γλωσσών EUROPASS ACADEMY ATHENA ΜΟΝΟΠΡΟΣΩΠΗ Α.Ε (E10333773,EL)	Other type of organisation	0	1
Job-shadowing	CEPA San Bartoloné de Tirajana (,ES)	Other type of organisation	0	4
Total	**-**	**-**	**0**	**17**

Supporting organisations

Supporting Organisation	Organisation Type	Type of support

2 participants have indicated that organisations other than the sending and hosting organisation have taken part in the setting up and implementation of their mobility. However, no supporting organisations have been declared in your report.

Reporting on participation of supporting organisations is obligatory. In case there have been supporting organisations involved in your activities, please make sure to declare them in the reporting tool before submitting your report. If no such organisations were participating, please check the box below.

Yes

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.

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: List of National Agencies

List of documents

No	Name	File size (kB)	Type of document	
0	DeclarationOnHonour_2023-1-IT02-KA121-ADU-000115077_EN_2024-09-24T11_33_29_signed.pdf	64	Declaration on honour	
	Total size (kB)	**64**		

Checklist

Before submitting your report form to the National Agency, please make sure that:

- 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:
- 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.

Conditions for the 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 fewer opportunities participants in the project have a reason declared in the Fewer opportunities section
- All mobility activities in the project are in status Complete, see List of moblility activities All mobility activities and group activities in the project are in status Complete, see List of moblility activities - List of group activities
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

PROTECTION OF PERSONAL DATA

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

your personal data