

INFO PACK

“Career Up!”

KA1 Mobility project for youth workers –
Training course

28th November – 5th December 2023

Elniakampis, Lithuania



**Funded by
the European Union**

Project Summary

- **Type:** KA1 Mobility project for youth workers – Training course
- **Topics:** Youth employability, Quality and innovation of youth work, Equal access and transition to labour market
- **Location:** Elniakampis, Lithuania
- **Dates:** 28th November – 5th December 2023 (**27th November and 6th December are travel days**)
- **Countries:** Lithuania, Romania, Slovakia, Poland and Estonia.
- **Participants:** 6 youth workers per country
- **Target group:** People working with youth, especially those facing unemployment
- **Working language:** English
- **Application form:** [Online application form here](#)
- **Contact:** [Project Coordinator](#)
- **Facebook group:** <https://www.facebook.com/groups/2928214627311899>

Our goal is to organise a training course **between 28th November – 5th December 2023 in Elniakampis, Lithuania** on developing knowledge, abilities and attitudes of youth workers from 5 organizations on non-formal methods to empower young people to increase their employability.

Project Overview

The Erasmus+ Training course "Career Up!" consists of facing the problem of low employability of youth and introducing the non-formal methods and tools for youth workers that can foster their contribution and support in the integration process of youths in the labour market.

Objectives of the project are to increase the level of knowledge, abilities and positive attitudes of youth workers in applying non-formal methods to facilitate the access of youths to the labour market and to increase the capacities of the 5 partner NGOs in organizing events, activities and workshops for youths that can higher their chances to access the labour market.

Accommodation and Venue:

The host organization will provide and cover the accommodation and food.

Our project will take place at a rural tourism homestead **“Elniakampis”** in the town of Elniakampis, Lithuania. The venue is located in the regional park, surrounded by nature, beautiful green forests, river and ponds.

Accommodation will be arranged for mostly **2-4 persons/room**, grouped by gender. Breakfast, lunch and dinner will be served at the same location every day by a private chef. There is **no wireless internet connection (WIFI) available**, therefore you should not rely on it. You may check the project venue here: <http://elniakampis.lt>

Please be prepared that you won't get a proper internet access for the whole program and there might also be no cellular network. There will be NO WIFI available in the accommodation.



Project Schedule

The structure of the training course will consist of the following five phases:

Phase 1 – Team building, getting to know each other, familiarizing with the context of the training course, Social Contract, Youthpass Certificate, Erasmus+ programme, special session about safety and protection, measures of risk prevention.

Phase 2 – Theoretical background and hands on experience in non-formal methods and what competences youths need to increase for getting a job.

Phase 3 – Strategy and planning through group work, creating and designing own workshops for the students from local school in Vilnius County by using non-formal methods and techniques in order to increase their competences.

Phase 4 – Work visit to Vilnius to interact with the local community by performing for youths non-formal workshops designed to increase their competences in accessing the labour market after the graduation. Constructing the guide on non-formal methods to empower youth.

Phase 5 – Dissemination and exploitation of the results of the project (DEOR) and follow-up; Youthpass certification and final evaluation.

Daily timetable:

08:00 – 09:00 – Breakfast

09:30 – 11:00 – Workshops I

11:00 – 11:30 – Coffee break

11:30 – 13:00 - Workshops II

13:00 – 14:00 – Lunch

15:30 – 17:00 – Workshops III

17:00 – 17:30 – Coffee break

17:30 – 19:00 – Workshops IV

19:00 – 20:00 – Dinner

20:00 – 20:30 – Evaluation of the day

21:00 – 00:00 – Evening program

00:00 – 07:00 – Silent hours

General Information

Currency: the local currency is Euro. 1 RON – 0,2 EUR

Weather conditions: the average temperature in November-December ~up to 5°C during the day. Please check www.accuweather.com for more information about the weather.

Dress Code: Casual comfortable clothes and shoes for indoor and outdoor activities. Please take warm clothing. Please take your swimsuits.

Cultural night: participants from each country are expected to prepare a 10-15min interactive program engaging for all the participants in order to present their culture (customs, music, dance, phrases, fun facts, etc.) and to bring some typical local drinks and foods. The presentation should be done **without** using any multimedia such as MS Powerpoint in order to keep the presentations interesting and interactive for the whole group.

Meals: three meals and two coffee breaks per day will be provided. We will take into account all the participants' dietary aspects such as allergies, intolerances and preferences. Please note that Lithuania is not a vegetarian/vegan friendly country, and the cooks might not be able to provide all kind of vegetarian dishes.

Dietary/Special requirements: please inform us as soon as possible if any participant have any dietary requirements or any other special requests. Please also indicate it in the [application form](#). What is more, please inform if you have allergies not related to food.

Health and travel insurance: the participants are required by Erasmus+ program to have a valid European Health Insurance Card and a valid **health and travel insurances** covering **third party liability** for the period of the project including the travel dates. Third party liability insurance is very important. The scanned insurance policies must be provided to the coordinator before the project. The original insurance policies must be taken to the project. Please send the scanned insurance policies to the [project coordinator](#).

Covid-19 prevention: the participants are suggested to have valid vaccination passes as well as to limit their contacts two weeks before the arrival date. At the moment there is no need for the Covid-19 certificate when entering the country, however the situation might change further towards Winter. We would like to kindly ask to make a **rapid Covid-19 test** prior arrival as there will be more participants from other countries who do not want to get sick. Please check the Covid-19 requirements for entering back to your home country, they have to be communicated to the coordinator of the project. **Please limit your contacts two weeks prior the project** – the other participants do not want to get sick.

What to take: the youth workers who are interested in photography and videography are encouraged to bring their equipment for taking pictures and videos of the project. The youth workers will have a chance to contribute to the creation of the promotional video and the photo album of the project and be credited. Please mark in the [application form](#) if you are interested or contact the [project coordinator](#).

Laptops: we would like to suggest taking at least one laptop per national group as it will be needed to construct the guide on non-formal methods to empower youth by the end of the mobility after we gain and share the knowledge, competences and skills as one of the results of the project. Not taking a laptop will not impede the fluentness of the work.

Preparation for the sessions: each youth worker will be asked in advance to prepare an interactive involving presentation of some of the non-formal methods that they use for enhancing the employability of young people. The presentations will be carried out without using any multimedia but using interactive methods involving the whole group (whiteboard, flipcharts and other stationery materials will be available).

Travel Information

27th November and 6th December are travel days. The venue itself is not accessible by any public transport so the host organisation will organise a pickup bus for the participants. Lithuanian, Slovak, Polish and Estonian participants are encouraged to travel by bus or train to the Vilnius central bus station, from where they will travel with a rented bus straight to the facilities of the project. Romanian participants will travel by plane and will also be picked up by a rented bus and taken to the project facilities from the International Vilnius Airport bus stop. The participants from Lithuania are welcomed directly to the facilities of the project. Each national group is suggested to follow the green practices while travelling. All the plane and bus or train schedules must be confirmed by the [project coordinator](#) in advance to be eligible for the reimbursement of the travel costs.

The participants must consult with us before buying the ticket and obtain our written confirmation that we agree on the chosen transportation means and route before buying any travel tickets. We will only reimburse approved tickets.

Participants from one country are advised to travel together with the same bus/train/flight.

Transport Reimbursement

Based on relevant supporting travel documents each participant is entitled for reimbursement of travel costs for round trip according to Erasmus+ travel distances.

Email for sending all transport documents: [Project Coordinator](#).

To be entitled for reimbursement the participant must comply with the following guidelines:

- The travel must be economical.
- Green travel is recommended and encouraged in all cases.
- For plane, train or bus the ticket must be economy/2nd class.
- Only eligible transport for reimbursement is authorized public transportation company.
- Examples of ineligible transportation: priority boarding, seat reservation, additional luggage, business class tickets, plane tickets on longer routes, plane tickets with stops for one night or more, taxi, rented cars, private transport companies, travel starting or ending in different country than the sending organization's country, etc.
- For electronic ticket/receipt/invoice the document must be delivered in PDF format. If it is on a website, it must be saved as official PDF or printed into official PDF. Screenshots or forwarded emails are not accepted.
- If no electronic version is available, the original transport ticket and receipt/invoice must be delivered to the project coordinator. Please scan them before sending to have a backup copy. We recommend purchasing electronic tickets whenever it is possible because of ease of use.
- The participant must be in the project for the whole duration and attend all the sessions.
- The participant must take part in dissemination activities in order to receive the reimbursement of the travel expenses as it is part of the project.
- Participants are responsible for delivering all the documents required for reimbursement, the deadline for delivering the documents is 14 days after the end of the mobility.
- The reimbursements might take up to six months after the end of the mobility or up to three months after the end of the project.

The participants must consult with us before buying the ticket and obtain our written confirmation that we agree on the chosen transportation means and route before buying any travel tickets. We will only reimburse approved tickets.

Note: reimbursement will be done in EURO, regardless of the currency indicated on your ticket and receipt/invoice. If the ticket is bought in local currency, we will calculate your travel costs in EURO based on the exchange rates required by Erasmus+ programme. The reimbursements will be done to EURO bank accounts.

Participants Profile

The **target group** of this project are youth workers over 18 years old. The most important selection criteria is the motivation of the youth workers in being active in every stage of the project in order to discover non-formal methods specifically aimed to facilitate the access of young people to the labour market. The training course is aimed at youth workers working with youth from regions with high level of youth unemployment where young people face difficulties when search for a job.

The training course comes as an answer to a common problem of all 5 partner organisations and their communities that is represented by the high level of youth unemployment and the limited competences of youth workers empowering young people to increase their access to the labour market.

Through this training course our focus is the personal and professional development of youth workers regarding how to support a learning group by applying non-formal methods and have a positive impact within their organisations and communities with the specific regard of empowering youth in achieving maximized results in their job search.

We are offering the chance for all youth workers from partner organizations to take part in our training courses to develop their knowledge, abilities and positive attitudes and share their own experience regarding non-formal methods to tackle youth unemployment. Taking this into consideration, we facilitate an intergenerational dialogue by including participants of different age groups – contributing to the enhancement of the intergenerational dialogue.

There are also mutual benefits for participants by sharing experiences and by being encouraged to exchange good practices.

All the selected participants will be asked to fill in the online [application form](#) where they will be asked to describe themselves according to above mentioned criteria, to self-evaluate their experience and competencies and to express their motivation to participate in the training course. **An application form will be used to assess the participant's profile and potential interest in the project's topic and in subsequent dissemination activities.** The participants who do not meet the participant's profile will be replaced.

It is also important to select participants who have a clear understanding that the project **does not end** with the completion of mobility activities but **continues with the dissemination phase and presentations of the results**. Gender balance and group diversity in terms of different social and cultural backgrounds should be taken into consideration. There should be an equal number of males and females between the participants. The project welcomes participants facing fewer opportunities, facing social, economic or geographical obstacles. All the participants **must attend all the sessions during the mobility and be part of dissemination activities after it.**

The deadline for applicants to fill the [application form](#) is extended to 12th November 2023

Phases and Deadlines

The selection of the participants and the course of the project will be done in the following phases and process:

- 1. Application period (extended till 12th November):** each partner should identify suitable participants based on the participant's profile, send the names to the coordinator and invite them to fill the online [application form](#). The participants should fill the application form as detailed as they can.
- 2. Transport planning (till 19th November):** the participants will travel by plane/train/bus and after providing us with all the travel documents (invoices, tickets and boarding passes) will be reimbursed for the travel costs (after the end of the project). The eligibility criteria for reimbursement of the travel costs and reimbursement deadlines are described above.
- 3. Preparation for the project activities (till 26th November):** the participants from each country will be in touch with the [project coordinator](#) and will prepare for the project activities together with the participants. Each of the participant will be involved in the preparation activities for the project. The [Facebook group](#) of the project will be a valuable tool regarding the preparation.
- 4. Project activities – Training course (28th November – 5th December):** 27th November and 6th December are travel days.
- 5. Dissemination of project results (7th December – 6th January).**