



Outcomes of the Limesurvey

Concluded by the Erasmus+ SALTO Education & Training Resource Centre

1st part Trainings

I. The aim of the survey

The survey explores the training and research need of National Agencies regarding TCAs.

The first part of the survey is to draft a concept of the SALTO E&T describing in detail all aspects of the training content development: the organization and management, the financial background, the target groups, potential topics and basic methodology.

The second part of the survey is focused on research activities.

The questionnaire was sent to the Erasmus+ NA Directors from the field of School, VET, Adult and Higher Education. The questionnaire was available between November 2018 and January 2019.

II. Questions of the survey

The survey focuses on two main areas: training and research paper needs.

II.1 The first group of questions explores the training needs concept of the SALTO E&T

1. The target groups of the trainings:
 - TCA officers at the NAs with the aim of improving their TCA organizational competencies
 - other NA staff (apart from TCA officers) with the aim of improving their organizational competencies
 - training for others who facilitate the work
2. How much resource could the NAs devote to (face-to-face) trainings provided by SALTO E&T in terms of time and HR a year?
3. Approximate amount (in EUR) each NA would be willing to allocate from management fee in one budget year
4. Organization and management of trainings: In what form do you think participants can benefit most from a training?
 - Traditional course demanding personal attendance
 - Tutored online course
 - Blended course: tutored online course supported by personal occasions
5. Topics of trainings: Would your NA be interested in participating in the following types of training (organized by SALTO E&T)?
 - TCA lifecycle for newcomer TCA officers (Organizing TCA - basics)
 - Getting to know TCA for NA staff (Organizing TCA - basics)

- TCA lifecycle (advanced) – event planning and needs assessment; quality in realization; project communication
 - TCA priorities in depth
 - EU policy updates
 - Communication- cooperation- collaboration techniques; eg. digital tools for everyday work, fostering peer learning, effective sharing of knowledge, etc.
 - other proposed topics
6. Already existing training courses or training materials at the NAs that could be used for staff training for other NA members. (Training provided in cooperation of the SALTO E&T and your NA, NOT under TCA)

II.2 The second group of questions explores the role of SALTO E&T Regarding TCA trainings organized by the NAs

7. The expected role of SALTO E&T in trainings to beneficiaries organized by NAs in the framework of TCA?
- Promoting the event on the www.salto-et.net platform
 - Providing online application via the Platform
 - Offering the possibility of online selection (and management) of participants
 - Providing opportunity for sending out evaluation forms via the Platform
 - Providing opportunity for sending out follow up forms via the Platform
 - Maintaining a dissemination platform to share the results of TCAs
 - Provide quality guidelines on how to set up and realize a 'good' TCA
 - Other

II.3 The third group of questions focuses on quality aspects of the TCA-s

8. To what extent do you find the following quality aspects of a TCA training important?
- Preparation process (needs assessment, organisation issues, advertising the event, informing participants, etc.)
 - Topic
 - Trainer
 - Methodology
 - Time-efficiency
 - other quality aspects you find important not listed
9. What role should SALTO E&T take in providing a quality framework of the TCAs?
- Proposing quality criteria
 - Setting up a self-assessment tool for the NAs based on predefined quality criteria
 - Assessing the quality of planned TCAs against the pre-defined criteria
 - Evaluating the quality of realized TCAs against the pre-defined criteria
 - Establishing (quality) labels
 - Other

II.4 The fourth group of questions refers to experts

10. To what extent do you agree with the following statements:
- Finding trainers with the necessary expertise/skills is an obstacle for my NA in organising TCAs.
 - Compiling a searchable Pool of Experts would be necessary to improve TCA work of my NA.

- Experts for the pool should be based on NAs proposals (quality responsibility)
- My NA would be ready to recommend highly skilled trainers in an Expert Pool.

II.5 The fifth group of questions refers to alternative professional development and knowledge sharing activities to be enhanced by SALTO

11. Would you devote time and budget to sending colleagues of your NA to jobshadowing at other NAs?
12. Would your NA be interested in hosting colleagues for jobshadowing from other NAs?
13. How much do you agree with the following statements?
 - My NA's staff members are very often interested in participating at TCA events organised by other NAs
 - There is a greater demand on behalf of my NA to send staff members to TCA events than it is possible due to eligibility regulations (i.e.: TCA budget cannot be used for NA staff learning)
 - SALTO E&T should support the NAs in TCA work by collecting and sharing good practices existing at NA level (e.g.: some NAs provide preparatory event for TCA participants;

III. Main findings of the survey

This report summarizes all answers whether the questionnaire is fully completed or not. Altogether 37 questionnaires (56%) arrived by the deadline of which 23 are fully completed (21 online, 2 off-line) and 14 are partially. The following organizations fully completed the questionnaire:

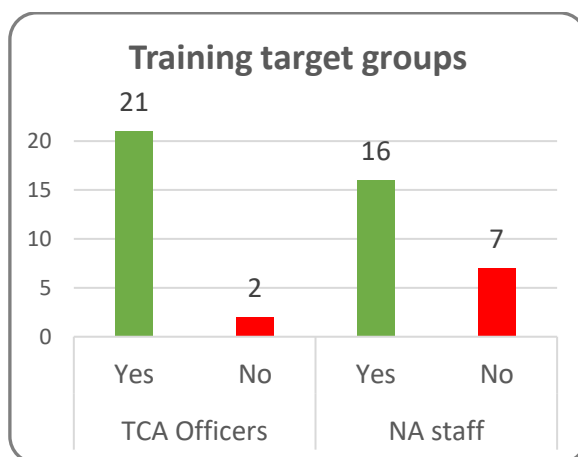
1. chart - List of Organizations which fully completed the survey

1.	BE03 Jugendbüro der Deutschsprachigen Gemeinschaft
2.	CY01 Foundation for the Management of European Lifelong Learning Programmes
3.	CZ01 Dum zahranični spoluprace - Centre for International Cooperation in Education
4.	DE01 Nationale Agentur für EU-Hochschulzusammenarbeit im Deutschen Akademischen Austauschdienst
5.	DE02 Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung
6.	DE03 Nationale Agentur für EU-Programme im Schulbereich im Pädagogischen Aus
7.	EE01 Foundation Archimedes Estonian NA for Erasmus+
8.	FI01 Finnish National Agency for Education
9.	FR01 Agence Erasmus+ France / Education Formation
10.	HR01 National Agency for Mobility and European Union Programmes
11.	IT02 Agenzia Nazionale Erasmus + - Valsts izglitibas attistibas agentura
12.	LT01 Education Exchanges Support Foundation
13.	LU01 Anefore a.s.b.l

14.	LV01 Valsts izglītības attīstības aģentūra / State Education Development Agency
15.	MK01 National Agency for European Educational Programmes and Mobility
16.	MT01 European Union Programmes Agency
17.	NL01 National Agency Erasmus+ Education and Training
18.	NO01 Norwegian Centre for International Cooperation in Education
19.	PL01 Foundation for the Development of the Education System
20.	PT01 Agência Nacional Erasmus+ Educação e Formação (PROALV)

III. 1 The training needs concept of the SALTO E&T

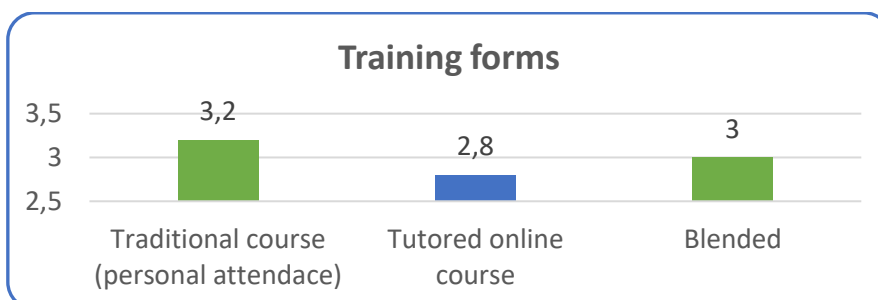
Regarding the target groups of trainings: There is an outstanding need for TCA officers trainings (91%) and also a notable demand for other NA staff trainings (69%) to improve their TCA organizational competencies. An additional remark said that not only organizational, but also general TCA competences need to be improved (e.g. facilitating workshops, presentation competences).



1. figure – Target groups

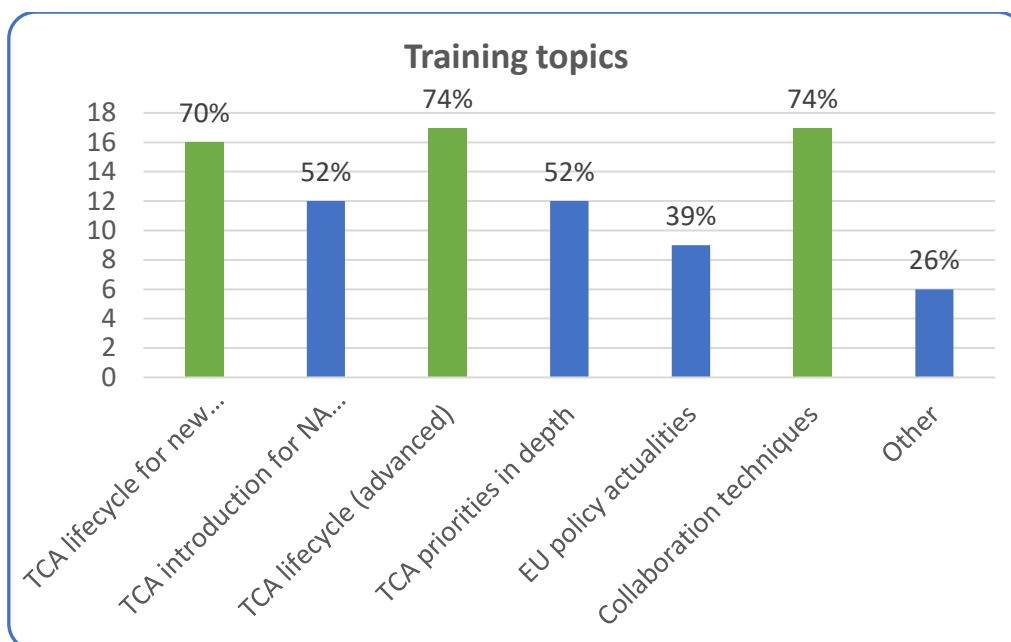
34% of NAs would involve only 1 person in face-to-face TCA trainings (some said it is due to the size of their organization). 52% of NAs would send more staff to the trainings, and 58% of them is intending to send staff to more than one training provided they have different topics. On an average approximately 6000 Euros per NA what could be allocated to TCA trainings (again depending on the size of the organization).

Regarding the organization of the trainings: The traditional courses demanding personal attendance



2. figure – Organization and management of trainings

Concerning topics the most popular training would be **TCA lifecycle for Officers (advanced)** and **Collaboration, communication, cooperation techniques** followed by **TCA lifecycle for newcomer TCA Officers**. Furthermore **TCA introduction for NA staff**, and getting to know **TCA priorities in depth** are equally important.



3. figure – Topics of trainings

Other suggestions included further, in-depth trainings on the use of the Platform and Evaluation and the Impact of TCAs. There are many other topics, that could be covered by trainings e.g.: sectoral trainings focused on working with target groups, inclusion officers training on inclusive approach towards target groups.

There is a pool of suggestions concerning already existing training courses or training materials at the NAs (26%) that could be used for staff training for other NA members (Training provided in cooperation of the SALTO E&T and your NA, NOT under TCA).

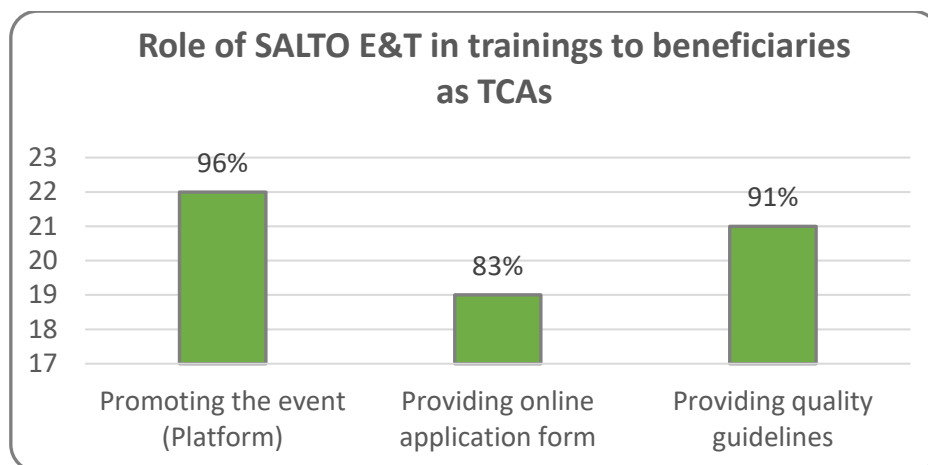
- Some practical guides: DEOR+ (guide for beneficiaries in order to improve promotion and dissemination activities in their projects), and further guides concerning non formal activities which can be used in E+ activities (Living Library, Non-violent communication, Photovoice, etc)
- Training material for experts (material developed in the framework of TCA)
- Sharing studies written at the NAs on the Impact of the programme eg.: Impact & Sustainability of the ERASMUS+ Programme KA1 Mobility Projects for School Education Staff (Lithuania) <http://erasmus-plus.lt/uploads/files/impact-sustainability-of-the-erasmus-programme-ka1-mobility-projects-for-school-education-staff.pdf>
- Norwegian Agency for mobility and EU Programmes has prepared well-defined Procedures for selecting participants of Transnational Cooperation Activities (TCA) in the field of Education and Training under the Erasmus+. Other documents are available as well: application forms (via Google forms) along with guidelines for applicants on eligible costs and support documentation for participation in Transnational Cooperation Activities.
- The Dutch Agency could provide training material on impact tools

<https://impacttool.erasmusplus.nl/mob-en/>

III.2 The role of SALTO E&T Regarding TCA trainings organized by the NAs

The role of SALTO E&T in trainings to beneficiaries organized by NAs in the framework of TCA is twofold.

- Salto E&T should provide a technical background for TCA-s via its Platform. An on-line promotion of the TCAs, and on-line application forms are expected. 78% of respondents expects SALTO to offer the possibility of online selection (and management) of participants. 65% of NAs would like to send out evaluation forms via the Platform. According to 74% maintaining a dissemination platform to share the results of TCAs is needed. As one respondent noted it seems that basically nearly all organizational tasks would fall under the egis of SALTO.
- Due to the multinational role of SALTO quality guidelines are expected from the Resource Centre.



4. figure – The role of SALTO in TCA-s organized by NAs

III.3 Quality aspects of the TCA-s

Regarding quality the most important criteria of a good TCA are the following: The topic of the TCA must be relevant (3.7 on scale of 4). It is followed by the Preparation process (needs assessment, organisation issues, advertising the event, informing participants/Trainer and Methodology (3.6).

Further quality criteria of a good TCA according to responses:

- Having the participants fully aware of what they are to expect from the TCA
- a good selection process is to be carried out
- Asking the participants to come fully prepared - perhaps by providing them with notes prior to the event, asking them to deliver a presentation
- Regular training to TCA officers regarding quality when it comes to plan, and host a TCA as well as on the topics that are most relevant and most needed to focus on should also be delivered by SALTO on a regular basis.

- Timing: Focus on long term preparations/announcements of TCAs for both participants and NAs. Detailed Information/Program in advance
- Define realistic objectives both for NA but as well for each (potential) beneficiary

What role should SALTO E&T take in providing a quality framework of the TCAs?

Regarding the twofold role of SALTO E&T in quality assurance of TCA-s 74% of respondents would like SALTO to give guidance: by proposing quality criteria and setting up a self-assessment tool for the NAs.

However only 22% of respondents would like SALTO to assess the quality of planned TCAs against the pre-defined criteria, or establish quality labels. And only 13% would wish the SALTO E&T to evaluate the quality of realized TCAs against the pre-defined criteria.

Further suggestions were regarding quality: The general framework and regulations for TCAs are crucial (NA-guide should set clearer rules). The concept of the Erasmus Academy should be supported.

III.4 The fourth group of questions refers to experts

According to some it is uncertain whether an expert pool is needed for trainers in E&T. Since here the situation is very different from the youth sector where trainers are very important as trainers for trainers of European youth projects. This is reflected in the survey where on an average 3.3 think that compiling a searchable Pool of Experts would be necessary to improve TCA work.

Some say that although a broad expert pool would be helpful a specific expert pool is needed for the topics of the Erasmus academy. Furthermore a common understanding is needed on the fees (daily rates) for experts including funding for preparation and follow up.

III.5 Alternative professional development and knowledge sharing activities to be enhanced by SALTO

Jobshadowing would be a 100% popular activity for both sending or hosting NA Staff.

There is a great expectation that SALTO E&T should support the NAs in TCA work by collecting and sharing good practices existing at NA level (e.g.: some NAs provide preparatory event for TCA participants) – 4.2 on a scale of 5.

3.7 is the level of interest of NA's staff members in participating at TCA events organised by other NAs.

According to some respondents there is a greater demand on behalf of their NA to send staff members to TCA events than it is possible due to eligibility regulations (i.e.: TCA budget cannot be used for NA staff learning).