**Erasmus+**

**Preparatory Visit Programme[[1]](#footnote-1)**

# Information about the preparatory visit

|  |  |
| --- | --- |
| Field | Adult Education |
| Activity to be prepared: | Group Mobility of Adult Learners/Individual learning mobility of adult learners/ |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY–first day of activity at the hosting organisation ]  |
| End date: | [DD/MM/YYYY - last day of activity at the hosting organisation] |
| Main objectives: | [Briefly indicate what is expected as a result of this preparatory visit] |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

## Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the hosting organisation] |
| Address: | [Full address, including country, city and post code] |

# Timetable

[Introduce the full timetable of the preparatory visit. The below table format is only a simple example that can be modified to best fit the specific activity.]

|  |  |
| --- | --- |
| **Timing** | **Activities and results** |
| [e.g. Date/Day 1 – 9:00] | [e.g. Presentations of organisations learning programmes] [Setting a common frame for learners’ mobility activities] |
|  |  |
|  |  |
|  |  |
|  |  |

#

# Participating person(s)

Staff directly involved in the organisation of project activities who are in a working relationship with the sending organisation or the coordinator of a mobility consortium, qualified trainers from the sending organization that will accompany the learners and take part in the implementation of the learning programme, not more than 3 participants/visit.

The following person(s), trainer(s) or other authorized person(s) from the sending organisation, will take part in the preparatory visit:

|  |  |
| --- | --- |
| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[Please make copies of the above table according to the number of participating persons

**Signatures**

The signatories confirm that the parties agree to follow the above preparatory visit programme.

|  |  |  |
| --- | --- | --- |
| **For sending organisation** |  | **For hosting organisation** |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

1. Preparatory visit must have a clear reasoning and must serve to improve the scope and quality of mobility activities, supporting arrangement for mobility of staff or learners. For example, preparatory visits can be organised to start working with a new partner organisation, or to prepare longer mobility activities. [↑](#footnote-ref-1)