**Erasmus+ learning programme provided by an invited expert**

# Information about the activity

|  |  |
| --- | --- |
| Field | [Choose one: School education OR Vocational education and training OR Adult education] |
| Activity type: | Invited experts |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

## Information about the invited expert

|  |  |
| --- | --- |
| Full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |
| Qualifications: | [Describe the invited person’s expertise in terms of their academic qualifications, work experience and other relevant information that qualifies them to fulfil the agreed programme of the visit] |

## 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 activities that the invited expert has performed at the hosting organisation. The below table format is only a simple example that can be modified to best fit the implemented programme.]

|  |  |
| --- | --- |
| **Timing** | **Activity/Session** |
| [e.g. Day 1 – 9:00] | [e.g. ‘Introduction’] |
|  |  |
|  |  |
|  |  |
|  |  |

# Methodology and objectives

[According to the Programme Guide, activity format ‘Invited experts’ allows organisations to invite trainers, teachers, policy experts or other qualified professionals from abroad who can help improve the teaching, training and learning at the receiving organisation. For example, invited experts may provide training to the receiving organisation’s staff, demonstrate new teaching methods or help transfer good practices in organisation and management. The purpose of this section is to define the specific objectives of this activity and how the invited expert has provided these expected benefits.]

The learning programme provided by the invited expert has been performed in the following way:

|  |  |
| --- | --- |
| Methodology: | [Describe how will the learning be organised; what activities, methods and approaches have been applied by the invited expert] |
| Objectives: | [Describe what the objectives of the activity were. For example, what were the staff from the hosting organisation expected to learn, which practices of the hosting organisation are expected to improve, etc.] |

# Signatures

The signatories confirm that the activity has been implemented as described in this document.

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