**Before starting, remember:**

**DESCRIPTION**

The Mobility Matchmaking Tool’s **main objective** is to offer an in-depth exchange of experience on a specific topic related to policies and practices in lifelong learning. The exchange can take place in the **format** of a study visit, job shadowing or a blended one (with a virtual activity i.e.: a workshop between the participants followed by a study visit or a job shadowing). The **topic’s selection** will be upon the member’s request.

* **Hosting** organisations will be in charge of preparing the exchange programme
* **Visiting** organisations will be in charge of arranging their travel plans (flights, accommodation…)

**HOW?**

* All practical details are to be organised by the visiting/hosting organisations, EARLALL Secretariat will act as a **facilitator in the matching process**.
* Please take into account that this tool is designed to facilitate exchange opportunities between **technical staff working for regional administration dealing with lifelong learning and/or teachers/trainers/experts from their education providers**.
* The Matchmaking tool is available also for entities that are u**nder the umbrella of EARLALL members,** though EARLALL members will have to centralise the expression of interests and send it to the Secretariat.
* **Funding**Please note that the EARLALL Matchmaking Mobility Tool does not fund mobilities, but rather matches the interest of sending and receiving institutions. Participating organisations should ensure they have the available resources to take part in planned mobilities, possible Erasmus+ KA1 mobility grants or other available sources of funding at national, regional or international levels.

**WHEN?**

A call of expression will be launched at two periods during the year. Rolling applications can be sent by members and upon reception, and will be eligible for either Period 1 or 2, according to their date of reception:

* Period 1: September, for mobility to take part in the spring
* Period 2: February, for mobility to take part in the autumn

**NEXT**

* Please fill in the annexed form to express your interest and send it to the Secretariat via email: [communication@earlall.eu](mailto:communication@earlall.eu)

**ANNEX**

**Mobility Matchmaking Tool Interest Form**

**PART A) EXPRESS YOUR INTEREST**

1. **Would you like to participate as a……**

* Receiving organisation *(fill in section B)*
* Sending organisation *(fill in section C)*
* Both *(fill in both sections)*

**PART B) RECEIVING ORGANISATION**

1. **Would you like to offer a:**

* Job shadowing
* Study visit
* Courses and training
* Other: ………….

1. **Prefer period for the exchange:**

* Autumn (September to December)
* Winter (January to March)
* Spring (March to June)
* Summer (June to August)
* Other:……….

1. **Areas of expertise:**

Digital skills

Green Skills

Innovation (Industry 4.0/5.0, Advanced Manufacturing…)

Social inclusion (NEETs, Migrants…)

Mobility and Internationalisation

Teaching methods

Gender Equality in Lifelong Learning

Media Information Literacy

Governance level

Guidance

Quality Assessment

Skills Forecasting

Communication skills

Other:……………

**PART C) SENDING ORGANISATION**

1. **Areas of interest for the exchange:**

* Digital skills
* Green Skills
* Innovation (Industry 4.0/5.0, Advanced Manufacturing…)
* Social inclusion (NEETs, Migrants…)
* Mobility and Internationalisation
* Teaching methods
* Gender Equality in Lifelong Learning
* Media Information Literacy
* Governance level
* Guidance
* Quality Assessment
* Skills Forecasting
* Communication skills
* Other:……………

1. **Describe in 1-2 sentences the purpose of the exchange**  
   ………………
2. **Would you like to participate in an exchange with a particular member from the** [EARLALL network](https://www.earlall.eu/member/): ………………….
3. **Type of exchange:**

* Job shadowing
* Study visit
* Courses and training
* Other: ………….

1. **Prefer period for the exchange:**

* Autumn (September to December)
* Winter (January to March)
* Spring (March to June)
* Summer (June to August)
* Other:……….

1. **Please indicate the preferred duration of the activities:**………………
2. **Please indicate if it is an individual or group mobility. Number of staff members involved:** ………………