

TRAINING COURSE | 10. - 18.09.2018. | Nova Gradiška, Croatia

# YOUTH(WORK) WITHOUT BORDERS

CROATIA, CYPRUS, GREECE,  
ITALY, LITHUANIA, PORTUGAL,  
ROMANIA, SLOVENIA, SPAIN



Dear partners and participants, in this document you will find all important information about our training course „Youth (work) without borders“ that will be held in September in Nova Gradiška, Croatia.

**Please read the information carefully!**

Looking forward to see you soon 😊

**Welcome to our Training course!**

This Information Pack shall provide you with all the necessary information to guarantee a great, interesting, educational, funny, respectful, joyful and creative experience under the guidelines of the EU Erasmus + Programme.

## SUMMARY

The TC **"Youth (work) without borders"** aims to enable participants to explore and develop the understanding of the concept and factors of youth work and non-formal learning. It will address the need present throughout whole Europe for competent nonformal education practitioners in civil society (youth workers, trainers, facilitators, youth leaders) who will be equipped to run educational activities for youth based on the values of the European Union and the Council of Europe, tailor-made for their local realities and the needs of specific target groups.

Today's challenges require professional or volunteering youth workers to adapt to changing circumstances while remaining true to the core principles of youth work. The Declaration of the 2nd European Youth Work Convention emphasizes that while youth work has political and financial support in some countries, it has fallen victim to austerity measures and indifference in others, which causes lack of opportunities to train and equip new practitioners. The challenges of funding, recognition and credibility youth work and nonformal education as its core approach face, as well as the changing sociopolitical and economic landscape, have created the need to promote them while boosting their quality.

Nonformal education has proven to be powerful in providing youth the opportunity to grow personally and professionally in a learning process that is participatory and engaging, yet its pre-requirement are youth workers and other NFL practitioners able to provide appropriate activities. Although non-formal learning is a fundamental underlying concept of programmes and funding schemes such as Erasmus + and the European Youth Foundation, many implementing actors in these programmes in pedagogic terms rather seem to imitate what they have seen and have been told, without fully understanding it.

**Hence, we have designed this training course in order to equip participants with the competencies needed to design, facilitate, debrief and reflect on nonformal learning processes and group dynamics of high impact.** The Training Course is practically based using various techniques of experiential learning together with presentations, discussions, and exchange of experiences, and it will use several approaches that are all based on **the principles for training in the youth field by Fennes and Otten: – Learner-centredness – Transparency – Agreement between trainers and learners on learning objectives – Content and methodology – Confidentiality – Voluntarism of learners – Participation of learners – Ownership of the learning is with the learners – Democratic values and practices.**

**The training course will be held in Nova Gradiška, Croatia, from 10th to 18th of September 2018.**

It will be addressed to **22 participants – staff/members/volunteers of partner organization active in youth work as youth workers, youth leaders, facilitators, trainers and other NFL practitioners**, and 4 members of the organization and training team; coming from 9 European countries, as follows: **Croatia, Cyprus, Greece, Italy, Lithuania, Portugal, Romania, Slovenia and Spain.**

This TC will provide a significant contribution to participants in the improvement of their competences as they will gain comprehensive knowledge about the learning process, group dynamic, nonformal learning methodology, youth work, YouthPass, 8 KC frameworks and acquire skills needed to transfer them into practice, thereby enhancing the quality of youth work. Furthermore, in order to ensure sustainability, this TC will provide the participants with a coached and structured opportunity to elaborate a professional and personal development plan based on competencies and values.

The learning process will be supported by a team of trainers that will create safe, yet challenging working atmosphere in order to take participants out of their comfort zone, thereby enhancing the acquirement of new knowledge and skills.

This will ensure sustainable and transferable results in terms of learning outcomes.

The program flow also **foresees designing and testing new educational tools** that will address the specific needs and issues youth in their communities are facing. This will ensure strong impact in all the societies involved and beyond because it will raise awareness on the topic and a higher public interest in nonformal education and its benefits.

### **Hosting Organization**

**Association of the deaf and hard of hearing Nova Gradiška** is a non-governmental, non-profit and non-partisan organization. The objective of the Association is to gather people with hearing problems, and parents of children and youth who do not have, or have a limited ability to work, in order to achieve and promote the quality of life in the protection of their individual and collective interests. Areas of the Association's activities in accordance with the objectives are: social activities; education, science and research; international cooperation; Human rights protection and promotion of democratic and political structure. The Association has been involved in youth work in local level since its founding. We have also implemented and participated in projects within Youth in action Programme and Erasmus+ since 2012; and by then implemented more than 20 projects within this programme.

You can check our work here: [www.ugng.hr](http://www.ugng.hr)

### **Partner organizations**

YEU Cyprus

Hellenic Youth Participation Greece

EquaMente - Associazione Culturale e di Solidarietà Italy

Kaunas Cultural Center of Various Nations Lithuania

AKTO Portugal

ASOCIATIA TINERII 3 D Romania

Fixmedia, Zavod za razvoj filmske ustvarjalnosti Ljubljana Slovenia

AC Amics de la Biblioteca de la Fonteta Spain

## PARTICIPANTS

We want to offer this project to **22 less experienced youth workers, volunteers, staff and members of partner organizations and other nonformal learning practitioners that are active in youth work at all levels**, either professionally or voluntarily that want to improve their practice, gain a deeper understanding of the process and be provided with set of competencies needed to competently design and facilitate youth activities; that is to **become** youth workers, trainers, and facilitators in the nonformal education field, while being willing to take an active part in every step of this project.

The participants should be 18+, with no upper age limit.

Also, in order to follow general Erasmus+ guidelines, at least **7 of them** will be with fewer opportunities, as follows:

1. Economic obstacles - participants that are unemployed or coming from areas with low economic activity. This profile is suitable for the project because they will get an opportunity to develop or improve 8 key competencies among themselves thereby increasing their own employability which will surely have an effect on their employment perspective in the field of NFE and civil sector.
2. Geographical obstacles - participants that fall into this category are living in remote or rural areas, with poor public transport and low access to different facilities. Life in these areas can be very non-stimulating, and they live without the access to new knowledge and good practices in the field. By participating in this project these participants will gain valuable knowledge and skills regarding the field, thus be able to create new educational activities in these areas.
3. Disability - one participant with hearing impairment will be included in the project. Having the opportunity to participate in this project will influence the self-confidence and attitudes that will help him/her to fight their deprived position later in the future.

It is important to emphasize, however, that the partners are encouraged to select even a higher number of participants with fewer opportunities than the one stated in this project applications, as the candidates that fall in these categories **should be** given a priority in the selection process.

Also, **a priority will be given** to participants that are actively working with youngsters with fewer opportunities, whatever obstacle they might be having; as it will multiply the impact of this project in the best way possible.

## METHODOLOGY & PREPARATION

The program flow follows basic principles of nonformal education. The objectives that have been set and the agenda designed allow us to fulfill the needs of our participants. A broad variety of methods will be applied during the training ranging from presentation and workshops to discussions and "DesignLab" phase. With these training elements, chosen by trainers step by step according to the context, we believe to present a good mix to the invited participants to discuss, share, develop, test and learn new tools. All the methods that will be used are taken from several sources – SALTO published, such as YouthPass unfolded and Learning out of the box; SALTO toolbox and other toolsets.

Main elements of the TC are as follows:

1. NFL: approaches, methods, limits, competences
2. Learning & NFE: what is learning; YouthPass & 8 key competencies framework; youthwork
3. DesignLab: developing new educational tools
4. Implementation phase: teamwork, facilitation, debriefing, practical considerations
5. Tools for efficient communication and interpersonal support: feedback, strength-based coaching and mentoring
6. Follow up: planning follow-up activities – in order to ensure impact and relevance
7. Assessment and evaluation techniques
8. Personal, professional and organizational development: self-assessment
9. Fostering of new partnerships and projects focusing on competences development.

### PREPARATION

Before the start of the TC participants will undertake a research in their local community on the topic of youth work reality and the needs of youth. They should be supported by partner organizations in the process of reaching out to different stakeholders - youth NGO's, CSO's, youth centers/youth clubs (if available), experts, and local authority (departments related to youth/youth policies if available; as well as any other relevant stakeholder in their community. The role of partner organizations will be crucial in this process as they will provide guidance and support to participants. The objectives of this research will be:

- 1) To deepen the understanding of Youth work**
- 2) To detect current status of Youth work in their community (support provided; services; challenges faced; stakeholders; local policies)**
- 3) To discover the needs of youth in their community and the biggest issues they face.**

The methods developed in the "DesignLab" phase of the TC will be based on the findings of these researchers in order to produce relevant and sustainable results. In addition to this, they will be invited to find relevant youth policies on the national level that include the topic of recognition of nonformal education, if such exist.

The host organization will provide outline for these researches once the groups are selected.

## **FINANCIAL CONDITIONS (TRAVEL, ACCOMMODATION)**

**Accommodation and food:** 100% covered by Erasmus + Program

**Travel costs:** are budgeted according Erasmus + conditions (using the EU distance calculator)  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Partners, travel costs and number of participants are as follows:

Country	Partner organization	Number of participants	Reimbursement per participant
Cyprus	YEU Cyprus	3 participants	275 €
Greece	Hellenic Youth Participation	3 participants	275 €
Italy	EquaMente - Associazione Culturale e di Solidarietà (	2 participants	275 €
Lithuania	Kaunas Cultural Center of Various Nations	2 participants	275 €
Portugal	AKTO	2 participants	360 €
Romania	ASOCIATIA TINERII 3 D	3 participants	275 €
Slovenia	Fixmedia, Zavod za razvoj filmske ustvarjalnosti Ljubljana	2 participants	180 €
Spain	AC Amics de la Biblioteca de la Fonteta	2 participants	275 €

### **IMPORTANT NOTICE!**

The participants are expected to provide participants' contribution of **20 €** per participant. This will be used to organize a surprise trip that will enable you to enjoy Croatia and Slavonian culture a bit more 😊

### **Travel (ARRIVAL & DEPARTURE)**

The participants should arrive to Nova Gradiška on **10th of September, not later than 5 p.m., and depart on 18th of September 2018.**

Some info about transportation:

1. Zagreb Airport to city centre timetable: <http://www.plesoprijevoz.hr/en/page/timetable>
2. Zagreb Main bus station: [www.akz.hr](http://www.akz.hr)
3. Zagreb Main train station: <http://www.hzpp.hr/en>

If you arrive by plane to Zagreb, you should take the Pleso airport public bus that will take you directly to Main Bus Station. Then you should take a bus to Nova Gradiška; there are several busses a day; though we request that you arrive to Nova Gradiška by 5 p.m. latest, so plan your trip accordingly 😊  
The ride is approx. 2 hours. We advise you to buy a return ticket and you can do it here <http://www.arriva.com.hr/en-us/home>.

Once you arrive to Nova Gradiška you will be picked up by our volunteers. In case you decide to travel by train you should go from the airport to the Main train station In Zagreb and take a train to Nova Gradiška. However, we highly recommend the bus.

In case you're planning your trip via other airports we would like to inform you that Nova Gradiška is very well connected with most of the cities in the surrounding, however please inform us about your plans on time so we can give you the best possible advice 😊

**We kindly remind you that early accommodation and extra overstays will be your responsibility.**

## Travel Tips

- Make sure you have a **valid (not expired) ID card or a valid Passport.**
- Make sure to have your **European Health Card** in your wallet.
- Pack in your hand luggage some "back-up" clothes and underwear in case your suitcase gets lost in the airport.
- **Keep all your boarding passes and travelling tickets** otherwise we will not be able to make any reimbursements.
- Only public transportation will be reimbursed (e. g.: taxi at your own expense).



## Venue and Accommodation

- The training course will take place in Nova Gradiška, a small city in the Slavonia, east region of Croatia. Further info about Nova Gradiška can be found here:

[https://en.wikipedia.org/wiki/Nova\\_Gradi%C5%A1ka](https://en.wikipedia.org/wiki/Nova_Gradi%C5%A1ka)

- Participants will be accommodated in "Slavonski Biser". You can check it out here:

<http://www.slavonskibiser.com/site/index.php?biser=onama.php>

- Internet connection will be available at all venues of the project

- Towels are provided by the accommodation facility but we advise you to bring your own personal hygiene items.

- The venue is only 10 minutes walk from the city center and there are shopping facilities on walking distance

In case you want to arrive in Zagreb or Nova Gradiška before or stay longer after the TC, you have to arrange your accommodation at your own expense. You can take 3 extra days.

### WHAT TO BRING, WHAT TO PREPARE

#### Intercultural Evening

You are invited to bring something typical from your place: food, drinks, traditional clothes, music, any "strange stuff" to show and we'll enjoy them after the presentations.

Everything is welcome **but** power point presentation and touristic videos from YouTube!

#### Comfortable clothes

Make sure to bring comfortable clothes. During September the weather in Nova Gradiška is quite warm, with daily average of 25 C; but the mornings can be colder. You will need your summer clothes along with few jackets and shirts. Still **do not forget to check the weathercast** before arrival!

#### Personal insurance

Insurance cover for personal effects is the responsibility of the individual participant. You are recommended to ensure that you have adequate medical and travel insurance to cover the period of your stay in Croatia. Neither our organization nor any venue used during the event can entertain claims against loss of or damage to personal property.

### PROOF OF ALL THE TRAVEL EXPENSES

If you come by plane, please be sure to bring evidence of the sum actually paid (invoice) and boarding pass. Electronic tickets will only be considered as acceptable on proof of payment (invoice) and on presentation of the boarding pass for the outward journey. Please keep in mind the travel rules of the ERASMUS PLUS Program. If you come by train or bus do not forget to buy a return ticket. Please copy your tickets before you leave your home.

## **For the reimbursement you need:**

- An invoice for the tickets.
- A receipt (showing that you have paid the money) – only for train and bustickets;
- printed document showing that the money was paid (receipt, bank confirmation etc.) – for the airplane tickets;
- Flight ticket (with the name of the passenger and flight details);
- All boarding passes;
- A printed confirmation of reservation.

**Please, make sure that you have all these papers when you come to the TC (of course, the return boarding passes might be sent after the TC).**

**P.S. Please send us the prices of the tickets when you have them, so we could plan our budget.**

### **VERY IMPORTANT!!!!**

**According to the rules of Croatian NA we have to make sure that your tickets were bought following the principles of good management. That means that we'll need you to check at least 3 offers and make screenshots (print screens) of each offer. Please do not buy any ticket before our approval!**

**NB! Please note that we cannot reimburse travel costs if you lose your tickets or we do not receive all details and proofs of your expenses!**

## **OTHER IMPORTANT INFORMATION**

**Weather:** The average temperature in September is usually 15 – 25°C degrees, although it can be colder or warmer. Please check the weather forecast before your travel.

**Currency:** Croatia is not part of the Euro zone and our currency is Kuna (KN or HRK). You can change money in exchange offices, banks and kiosks. We recommend changing only 10 € in the Airport, so you can buy a one-way bus ticket for city centre that costs 30 KN. In Croatia you can use your credit and debit cards (VISA, Maestro, MasterCard etc.) almost everywhere.

### **Emergency phone numbers in Croatia:**

Emergency number for all purposes: **112** (you can call from any device, regardless the country your phone number comes from)

For any further information or queries you have,  
Please do not hesitate to contact us:

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