



Coatbridge College

## **ERASMUS POLICY STATEMENT (EPS)**

Coatbridge College is Scotland's first College of Further Education, established in 1891. We are involved in the provision of higher education programmes in a range of areas including; Business, Beauty Therapy, Hairdressing, Social Care, Performing Arts, Healthcare and Science. We have a wealth of experience in creating and managing successful ESF projects in all areas of our curriculum. Since 2000 we have been involved in ESF projects to the value of £2.1m, and ERDF projects of £0.25m. Our Strategic Plan 2005-2008, states that we are committed to the continuing development of international partnerships and collaborative activities. The College will continue to support the government's strategy to promote the benefits of Scottish education and increase participation rates of overseas students. It will encourage participation in the global community, forging international links to add value to the College's offerings to its various stakeholders. We welcome the opportunity to work with other HEIs in collaborative Erasmus projects. Initially, we would be promoting mobility projects via vocational placements which would enrich the participant experience. We will work in partnership with other HEIs and participate in opportunities through Multilateral Projects and Thematic Networks. Erasmus activities will be promoted and disseminated via a number of media including presentations to the College's Board of Management, information placed and updated on the staff and student intranet, articles in local press, prominent information in the College prospectus and marketing materials and a feature on the College website. The Erasmus Policy Statement will be distributed through all of these and will be a permanent addition to the College internet site. The College is committed to Equal Opportunities for all and has a well developed Equal Opportunities policy and a number of processes and procedures designed to ensure all participants have equal access to provision regardless of their economic or social background, gender, ethnicity etc. All of these policies and practices meet the requirements of UK legislation: Sex Discrimination Act 1975 and 1986, Race Relations Act 1976, Race Relations (Amended) Act 2000, Disability Discrimination Act 1995. The College has a track record of significant success in reaching out to groups recognised as "hardest to reach" and providing the support needed to secure a positive educational outcome for such participants. Equal Opportunities is embedded in every aspect of the College's activity and its Equal Opportunities Policy is at the heart of every strategic and operational objective. All staff receive training on equal opportunities and are actively encouraged to continually review all activities with a view to identifying and addressing any potential discrimination. In addition all of our stakeholders are encouraged to develop and act on Equal Opportunities policies.

Coatbridge College is committed to the successful development and implementation of appropriate measures to ensure high quality mobility activity in line with the standards described in the Bologna process. We will secure the support of an appropriate ECTS consultant and partner HEIs in this process. We are committed to adopting the ECTS system which will complement recognition of existing award system the Scottish Credit Qualification Framework. Presently we deliver a number of programmes that award 240 SCQF credits; this will equate to 120 ECTS credits and as such will entitle the participant to

a European Diploma Supplement. Participants and prospective participants will have access to clear and concise information on curricula using a range of media including the College website, prospectus and course handbooks. The College is committed to ensuring effective support of outgoing participants and will provide appropriate mentoring, counselling and support via a dedicated fully qualified professional advisor. Incoming students from partner organisations can expect an induction programme to assist in integration within the community both inside and outwith the institution. We have well developed student services provision including expertise and guidance and support of finance, funding, accommodation, extended learning support, English as a Second Ordinary Language, job search, social activities, community links, and work placements. Our experienced language tutors are well equipped to deliver language tutoring in a range of formats which should suit all participants (incoming and outgoing), full time & part time. All Erasmus projects will be supported and coordinated via our Funding Development Unit, a member of staff will be assigned responsibility for the operational support of projects. Progress of projects will be reported by our Funding Officer, all information will be published on the College intranet and College website.

Prior to the participants' engagement within any transnational activity, participants will benefit from comprehensive briefing and training sessions which will cover all aspects relating to the project. In particular information will be provided on the history of the area being visited, along with social and economic issues. Preparation is key to the success of the projects and there will be continuous support for each participant, primarily via mentoring. Linguistic training of mobility participants will commence prior to departure and will continue during exchange/placement. The Funding Development Unit will be responsible for the initiation and management of all Erasmus projects, the staff within the office have significant experience in project management and supporting learners. To promote quality in mobility all parties involved in Erasmus activities – students, staff, sending and hosting institutions – will be signatories to a learning contract that will be reviewed at the beginning, middle and end of mobility activities. Mobility participants will be required to keep and update a logbook of all outcomes and tutors responsible for the participants will complete evaluation forms. This will assist the Funding Development Unit in compiling project data and also monitoring the progress, participation, attendance and achievement of participants. The partnership quality agreement, referred to above will be used to ensure the smooth running of Erasmus and other transnational projects and all of our partner organisations will be subject to a close screening programme, before Coatbridge mobility participants are sent and we shall offer the opportunity for partner HEIs to fully scrutinise our institution and its policies, procedures and facilities.