

Invitation to an ETUI Education pedagogical workshop

June 2023

Dear Colleagues,

An ePortfolio serves as an effective tool for analysing and visualising professional and learning pathways. It is widely used in education to showcase an individual's professional development, serving as a foundation for demonstrating skills, achievements and development. ePortfolios also facilitate the showcase of information, evidence of learning, observation and the continuous process of self-assessment and development. It is therefore, an integral part of the Eurotrainers pathway.

In order to prepare candidates of the Eurotrainers pathway in the building of their ePortfolios, the Education Department of the European Trade Union Institute is organising a **Pedagogical workshop on “ePortfolio building: from description to reflection”** which will be held from **26 to 28 September 2022**, in Valletta, Malta.

Aims

- ❖ Identify and understand the fundamentals of a Portfolio and its role as an assessment tool in educational management;
- ❖ Develop essential skills and employ effective strategies for reflection and self-assessment
- ❖ Apply reflective techniques and practices to evaluate and enhance the quality and relevance of ePortfolio content;
- ❖ Acquire practical skills in using various platforms and tools commonly used for ePortfolio development;
- ❖ Structure and build components of individual ePortfolios, considering specific criteria and guidelines.

Working languages

English and French.

Programme

The draft programme is enclosed.

Venue

Accommodation is booked at: Hotel Kennedy Nova – 116 The Strand-Gzira, MT.

Meeting will be held at the GWU premises.

Participants

Participants who completed the ETT1 training and are following the Eurotrainers pathway.

Arrival and departure

Participants are expected **to arrive on Monday 25 September 2023. The workshop ends at 13h30 on 28 September 2023.**

Detailed information will be given in the confirmation.

PLEASE WAIT FOR OUR CONFIRMATION BEFORE BOOKING YOUR FLIGHTS

Participants' registration

Please register using this link: <https://crm.etui.org/form/eportfolio-building-from-descrip>

no later than 1st August 2023

A maximum of 12 participants can be accepted.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant, the cost is 60€ for the entire course programme, whichever country of origin. Once you are selected, you will receive a link to pay immediately online. Only candidates who paid will be allowed to participate in our course.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.



ETUI Travel Policy Reimbursement Rules - June 2023

Accommodation

The ETUI arranges accommodation for all participants of the event, taking into account the ceilings for hotel costs according to a country.

Costs for accommodation, meals according to the programme, materials will be covered by ETUI, only for participants coming from member states of the European Union and candidate countries: Albania, Moldova, Montenegro, North Macedonia, Serbia, Ukraine and Turkey.

In case of no-show, you will be asked to pay the no-show costs. ETUI will re-invoice you.

Other expenses that are not taken in charge by ETUI: parking, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.

Travel

Expenses must be settled in line with the EU guidelines, which means:

The shortest route of travel is to be chosen using the most reasonable means of transport.

By train:

Train tickets will be reimbursed on the basis of a **2nd class** fare for regular trains and Thalys, TGV or similar.

Flights:

Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km.

Business or first class plane tickets will not be reimbursed.

ETUI will contribute to air travel to a maximum of 400€.

If participants cannot find a suitable route for that amount, they should contact ETUI so a solution is found.

Other costs not covered by ETUI: costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance.

By car:

In accordance with its greening policy, ETUI highly discourages travels by car. Before travelling by car participants are asked to get in touch with the ETUI assistant in charge of the event and to come to an understanding on the travel reimbursement before the event: either based on of a 2nd class train return fare or the cost of lower-class economy air fare. **Whichever is cheapest, will be agreed upon beforehand and reimbursed.**

Without any prior agreement with ETUI, travels by car will not be reimbursed at all.

Toll, petrol, car renting, parking, insurance costs will not be reimbursed.

Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle.

Local transport, to / from the event venue, is reimbursed on the basis of original tickets.

Any other local transport (tram, metro, bus, ...) used during the event is NOT reimbursed.

! As a rule, taxis/Ubbers are not reimbursed !

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Nathalie De Vits, ndevits@etui.org, telephone: 0032 2 224 05 22.

Yours sincerely,

Vera dos Santos Costa
Director ETUI Education