

Grundtvig courses
Values and learning qualities in Cultural Organisations
DK-2010-037-002

Presentation of the in-training courses

Content

RESUME OF PRESENTATION	2
THE COURSE PROVIDER	3
APPROVAL AS GRUNDTVIG COURSES	3
RESPONSIBLE ORGANISATION.....	3
RESPONSIBLE TRAINERS	3
TARGET GROUP	4
ELIGIBLE PARTICIPANTS.....	4
LANGUAGES USED FOR THE TRAINING	4
NUMBER OF PARTICIPANTS ENVISAGED	4
CONTENT OF THE COURSE	5
IDEA	5
OBJECTIVES.....	5
METHODOLOGY	5
PREPARATION.....	5
FOLLOW-UP	6
CERTIFICATE OF ATTENDANCE.....	6
THE PROGRAMME DAY BY DAY	6
PRACTICAL INFORMATION	7
THE FEE.....	7
COURSE PERIOD AND REFERENCE NUMBER	7
COURSE VENUE IN THE HEART OF COPENHAGEN	7
COURSE REGISTRATION AND APPLYING FOR EU FUNDING	11
THE EU GRANT	11
PRE-REGISTRATION.....	11
APPLYING YOUR NATIONAL AGENCY FOR EU FUNDING	11
THE FINAL REGISTRATION WITH PAYMENT	11
IF YOU CANCEL.....	12
IF WE CANCEL	12
FURTHER INFORMATION	12

Interfolk, July 2009

Resume of presentation

Interfolk invites you to participate in one of our Grundtvig in-training courses in Copenhagen with the title "Values and learning qualities in Cultural Organisations".

First course: From Sunday, 18th April 2010, 3 pm to Friday, 23rd April 2010, 2 pm.

Second course: From Sunday, 5th Sept. 2010, 3 pm to Friday, 10th Sept. 2010, 2 pm.

The idea of the course is to promote new means of valuation and management of cultural organisations from the perspective of lifelong learning and thereby help improve the quality, attractiveness and accessibility of cultural activities.

The course venue is situated in the heart of Copenhagen. Your accommodation will be at Norlandia Star Hotel (www.star.norlandiahotels.dk), and the training sessions take place at Vartov (www.grundtvig.dk), which is the centre of the Grundtvigian Association named after the Danish poet, priest and adult educator N.F.S. Grundtvig, who also gave name to EU's lifelong learning programme of adult education.

The total fee is 1350 € including

- a fee of 700 € for hotel accommodation in single rooms with breakfast, and lunch and dinner at Vartov or other cosy restaurants in the heart of Copenhagen.
- a course fee of 650 € for the programme, course materials and the daily visits.

The target groups of the course are citizens from a EU member state and Turkey, Norway, Iceland, and Liechtenstein, who are working on a part-time or full-time basis, paid or voluntary, in any sector of lifelong learning with a cultural dimension, both formal, non-formal and informal learning. It means that pensioners and elder retired people who are active as volunteers in cultural organisations and institutions can participate, too.

The fee and travel expenses can be covered, if you are awarded with a Grundtvig In-Service Training grant after applying to your lifelong learning National Agency. The relevant deadlines for these applications are

- the 15th Sept. 2009 and 16th January 2010 for the first course in April 2010, and
- the 16th January 2010 and the 21th April 2010 for the second course in Sept. 2010

You are always welcome to contact us for **further information** or advice regarding your application to your National Agency. Contact

Hans Jørgen Vodsgaard, MA, Head of Interfolk: hjv@interfolk.dk, (+45) 51 300 320, or Bente von Scindel, MA, General Secretary of Joint Cultural Councils in Denmark bs@kulturellesamraad.dk, (+45) 29 64 70 40



The towers of Copenhagen have in many ways become symbols of the city. Extremely left towers of *Our Lady Church*, followed by the *Copenhagen City Hall*. The Lattice mast in the middle is the *Heaven ship* in Tivoli.

The course provider

Approval as Grundtvig courses

These courses are approved as Grundtvig in-service training courses by the Danish National Agency of Lifelong Learning. The courses are published on the [European Grundtvig/Comenius training database](#).

It means that eligible participants from most European countries can receive a grant covering travel expenses and the course fee including programme, accommodation and meals. This grant is approved and issued by the [National Agency of the country](#) in which participants are resident.

Responsible organisation

The provider of the courses is

Interfolk, institute for liberal education and voluntary associations
Skovgade 25,
DK-5500 Middelfart
(+45) 51 300 320 * info@interfolk.dk * www.interfolk.dk

Interfolk is a non-profit organisation founded in January 2008. The mission is to promote popular enlightenment and active citizenship in the context of liberal adult education, voluntary associations and cultural activities in the civic society. The activities may include research, surveys and development projects, seminars and debate, and other cultural activities in Danish, Nordic, European and broader international contexts.

We can mention that Interfolk in

- 2008-09 carried out a major development and survey task regarding validation of values and goals in voluntary cultural organisations in cooperation with the Joint Cultural Councils in Denmark. The developing task was supported by the Danish Ministry of Culture and the Danish Ministry of Education.
- 2009 are developing an e-learning tool for validation of the students learning profile. The partner is Esbjerg Folk High School, and the project is supported by the Association of Folk High Schools in Denmark
- 2009-2011 is coordinator organisation for a Nordplus Adult development project with seven partners from the Nordic-Baltic countries. The aim is to promote valuation of learning qualities in non-formal and informal adult education, The Nordplus project is supported by the Nordic Council of Ministers.
- 2009-2011 is coordinator organisation for a Grundtvig Multilateral project regarding Learning Outcome of Amateur Culture including development of e-learning validation tools for both personal and organisational learning. The partners are Stichting Kunstfactor, Dutch Institute for the Voluntary Arts Sector; BKJ, German Federation for Cultural Youth Education; JSKD, Republic of Slovenia Public Fund for Cultural Activities; and Joint Cultural Councils in Denmark. The project has been selected for funding by EU's Education, Audiovisual & Culture Executive Agency (EACEA).

Responsible trainers

The organisers and course leaders will be

Mr. Hans Jørgen Vodsgaard, MA (History of ideas), Head of Interfolk; former principal for Uldum Folk High School and Snoghøj Folk High School, and former director of the Adult Education Association SFOF.

Tel. (+45) 51 300 320 * hjv@interfolk.dk * www.interfolk.dk
and

Mrs. Bente von Schindel, MA (Nordic literature and rhetoric), General Secretary of Joint Cultural Councils in Denmark.

Tel. (+45) 29 64 70 40 * bs@kulturellesamraad.dk * www.kulturellesamraad.dk

Target group

Eligible participants

The target groups of the course are staff working

- on a part-time or full-time basis, paid or voluntary,
- in any sector of lifelong learning with a cultural dimension, both formal, non-formal and informal learning,
- who are citizens from a EU member state and Turkey, Norway, Iceland, and Liechtenstein, and a "adult" person, defined as every person above 25 years, or a person at the ages between 16-24 years who finished „preliminary" education in the system of formal education. It also means that pensioners and elder retired people who are active as volunteers in cultural organisations and institutions can participate.

This include staff with a position such as

- Board member or other organisational positions
- Director, principals, Inspector, manager
- Consultant, counsellor, careers officer
- Administrators, secretaries and other management staff in the organisation
- Teacher, trainer, tutor, guide
- Facilitator, coordinator and other pedagogical staff, for example choir conductor, theatre director, art teacher etc.
- Professor, assistant professor, lecturer and other research staff

Who are working with adult learning in a formal, non-formal or informal organisation or institution such as

- Cultural associations in civil society / NGO's and non-profit organisations
- Public cultural organisations / state or municipality
- Private cultural institutions / enterprise
- Popular adult education providers / non-formal
- Vocational adult education providers /formal and non-formal
- Higher education institutions / formal
- Centres for research, guidance, counselling or accreditation

These target groups can participate at the course, and they are also eligible to apply for a European Grundtvig in-service training grant at their national agency for lifelong learning. See below page 11.

Languages used for the training

The working language is English, and the course materials will be provided in English. Participants are expected to have good communicative skills in English. However, most participants are not native speakers of English and do not use very complicated language.

Number of participants envisaged

The minimum number of participants is 14 and the maximum number is 30 for each course.

Content of the course

Idea

The idea of the course is to promote new means of valuation and management of cultural organisations from the perspective of lifelong learning and thereby help improve the quality, attractiveness and accessibility of cultural activities.

Objectives

The training course will have seven specific objectives:

- To introduce and discuss learning theories based on the humanistic traditions of liberal adult education and cultural formation from the Nordic region as well as the rest of Europe;
- To present and use methods for documentation of the aims, values and quality standards of cultural and art based learning activities – by analyses of mission papers, programmes etc; and using questionnaires and interviews;
- To provide methods and tools for valuation of the learners' personal learning outcome of art based activities by using a reference framework with focus on competences, knowledge and personal formation (Bildung);
- To provide methods and tools for organisational valuation and management of art based activities designed to enhance the learning dimension of cultural organisations;
- To promote the combined use of the two tools, by which the learning providers can compare the learners' outcome with the providing association's objectives, and thereby improve the monitoring, quality assurance and management of the organisations cultural activities;
- To improve the documentation and recognition of the learners non-formal and informal learning outcome from participating in amateur culture activities;
- To improve the documentation and promoting of the legitimacy of the cultural organisations' core values in a broader political context.

Methodology

The course will be based on participatory and activity-based methods, and the intercultural learning about each other at the professional and the personal level will be a cross-curricular topic.

The course will integrate theory and shared experience. There will be a blend of lectures, trainers' presentations, plenum discussions, pair work and group work, and individual learning. Short presentations on the topic prepared by participants themselves, as well as case studies taken from participants' own experience will be part of the course.

Sites visits will help the participants to experience "best practice" within the areas of focus and to get in touch with facilitators, consultants and managers from cultural associations and institutions in Copenhagen.

Preparation

Further information on the course can be forwarded by inquiry to Interfolk. The final pre-course information in English will be provided at least one month before the course.

The participants will receive preparatory material for the different sessions, including a basic text on the course topic helping the participants to get acquainted with the relevant English vocabulary.

The participants will also be invited to prepare a short presentation of their cultural association with a focus on values and learning qualities and learning outcome.

Follow-up

The participants will complete an evaluation questionnaire at the end of the course about the hopes realized, the setting for the course, the programme of the course, the contents transferred etc.

After the course we will provide to participants a summary of the training course content, activities and results including a summary of the course evaluation. We will also encourage the participants to develop network and further transnational cooperation.

The participants will after six months answer a post evaluation questionnaire concerning the effect of the course, and they will all be informed on the result of the post evaluation.

Certificate of Attendance

Participants will get a Certificate of Attendance stating the contents and methods of the course and the working hours.

The programme day by day

Sunday / day 1: Presentations and pre-evaluation

- Presentation of participants and trainers
- Course presentation: overview, objectives, methodologies, content
- Pre-evaluation: questionnaire
- Practical Information
- Guided tour at Vartov

Monday / day 2: Documentation of values and learning qualities

- Lecture: Values and learning qualities in cultural organisations
- Group work: Participants present the values of their organisation
- Plenum: Group presentations
- Lecture: Methods of documentation
- Visit to the Cultural House of Islands Brygge

Tuesday / day 3: Tools for valuation of personal learning

- Lecture: Introduction of tools for valuation
- Individual work: Use of tool for valuation of personal learning
- Group work: Presentations of the use of valuation tool
- Walk and talk, visit to cultural sites in the City

Wednesday / Day 4: Tools for organisational valuation

- Lecture: Introduction to tool for valuation of organisational learning
- Pair works: Use of tool for valuation of organisational learning
- Plenum: Presentations of the use of the valuation tool
- Visit to cultural event in the city

Thursday / day 5: Policy promoting of cultural associations

- Lecture: Promotion of cultural organisations in broader political contexts
- Workshops: Case studies of political promotion on a local, national and European level
- Plenum: Presentations of political communication and promotion
- Visit to Christiansburg, the Danish Parliament, and meeting with MP
- Farewell dinner and social gathering in Tivoli

Friday / day 6: Evaluation and dissemination

- Group discussion: How can the course experience be put to good use at home?
- Group discussions about future network and cooperation
- Plenum: Evaluation and discussions of future initiatives
- Certificate of Attendance; Completion of the course

Practical information

The fee

The total fee is 1350 € including

- a fee of 700 € for hotel accommodation in single rooms with breakfast, and lunch and dinner at Vartov or other cosy restaurants in the heart of Copenhagen.
- a course fee of 650 € for the programme, the daily visits and course materials.

Course period and reference number

Session 1: From Sunday, 18th April 2010, 3 pm to Friday, 23rd April 2010, 2 pm.

Session 2: From Sunday, 5th Sept. 2010, 3 pm to Friday, 10th Sept. 2010, 2 pm.

NB: Both courses have the same reference number DK-2010-037-002. But you can *only choose one of the sessions, because they are similar in content*.

Course venue in the heart of Copenhagen

For accommodation we have book

Norlandia Star Hotel,
Colbjørnsensgade 13,
DK-1652 Copenhagen V
Tel. +45 33 22 11 00

www.star.norlandiahotels.dk

Norlandia Star Hotel is situated in the heart of Copenhagen, only 100 meters from Central Station and only a few minutes from Tivoli Gardens and the vibrant inner city. The hotel has a relaxed atmosphere and all the hotel rooms and common areas have been renovated during 2007. In our cosy courtyard, it is possible to enjoy the breakfast when the weather permits. All rooms have TV, cable TV, Internet, telephone and private bathroom.

The hotel is the perfect starting point to experience all that Copenhagen has to offer. In recent years the area of inner Vesterbro has developed into a trendy quarter with designs, cosy cafés and a vast amount of exiting restaurants offering world cuisine.



Entrance to the hotel



The courtyard



The reception

For the training sessions we have book class rooms 10 minutes walk from the hotel at

Vartov,
Farvergade 27,
DK-1463 København K
Tel. (+45) 3373 2800
www.grundtvig.dk

Vartov is an historic and beautiful building with Copenhagen City Hall as its closest neighbour. Vartov is known to have had the famous Danish poet, priest and adult educator N.F.S. Grundtvig as pastor in 33 years from 1839 to 1872 at the Vartov church which

is part of the building complex. In 1947 the Danish Grundtvig Society took over Vartov. The building underwent an extensive restoration and was particularly adapted for their new purpose, which was a continuation of the Grundtvigian youth and educational work. Today the Grundtvig library and the Grundtvig Academy and the Søren Kierkegaard Research Centre as well as many educational and cultural umbrella associations have addresses here.

Vartov has more than 50 years also served as a training and conference site. All rooms have in recent year's undergone extensive renovation, so they now appear modern and current. Our course session will primarily be held at the Grundtvig Room.



Vartov



Statue of Grundtvig



Grundtvig's Room

A fine restaurant we will use several times to have lunch is Rizraz only a few minutes' walk from Vartov:

Rizraz, Kompagnistræde 20, DK-1208 København K, www.rizraz.dk



The entrance of Rizraz



One of the dining rooms

Other places for lunch and dinner during our walk and talk visits to cultural sites in the centre of the City will be The Pedestrian Street and The New Harbour, only 5 to 10 minutes walk from Vartov.



The Pedestrian Street



The New harbour

Or we can have lunch and dinner in the area near the Round Tower or Frederikholms Canal only 5 minutes walk from Vartov.



The Round Tower in the background



Frederikholms Canal

Or when we visit the Cultural House of Islands Brygge



Or when we visit Christiansborg with the Danish Parliament (Folketinget) and the famous restaurant, The Schnapps Parliament (Snapstinget).



Christiansborg Palace, the Parliament (Folketinget)



The Schnapps Parliament (Snapstinget)

Or when you on your own visit for example Amalieborg Palace or Rosenborg Palace in the Kings Garden only 15 minutes walk from Vartov.



Amalieborg Palace seen from the Opera



Rosenborg Palace in the Kings Garden

Or we could choose together to visit the **Freetown Christiania** establish by the alternative youth movement in a squatted military area in 1971. Now a self-proclaimed autonomous area with about 850 residents.



And we will of course visit the Tivoli Garden the last evening with farewell dinner and social gathering. The Tivoli Garden is situated between Vartov and the hotel.



Course registration and applying for EU funding

The EU grant

The full fee and travel expenses can be covered, if you are awarded with a Grundtvig In-Service Training grant after applying to your lifelong learning National Agency. You can download the application form and find more information at your National Agency.

Click here – to find the List of National Agencies Addresses.

http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm

Pre-registration

Once you have made your decision to participate, you will have to pre-register. If you don't have our pre-registration form, please contact us, and we will immediately mail the form to you.

You fill out the pre-registration-form and mail it back to us, and we will mail to you a confirmation of your provisional registration, if you are considered eligible and places are still available. You need this confirmation when you apply your national agency for a Grundtvig grant.

NB: At this stage, you will only be provisionally committing yourself to participating in the course, provided that you obtain either a Grundtvig mobility grant or another means of ensuring your financial participation. If you are not able to obtain a Grundtvig mobility grant, you can cancel your place, without incurring any charge.

Applying your National Agency for EU funding

Contact your Lifelong Learning National Agency for a Comenius/Grundtvig application Form, or download the form at the website of the agency. The application form will be in your language.

You fill out and send the application to your national agency, and attach our confirmation of provisional registration. The relevant deadlines for these applications are

- the 15th September 2009 and 16th January 2010 for the first course in April 2010, and the 16th January 2010 and the 21th April 2010 for the second course in Sept. 2010.

The Agency will give you an answer about 6 weeks after the deadline, and if the answer is positive, you will receive the grant shortly after.

Regarding the Grundtvig mobility grant, we must remind you that:

- It is likely that not all grant applications will be successful, that not all grant holders will receive the same amount and that not all applicants will receive notification of the results at the same time. The National Agencies all have different budgets and differing procedures.
- The contractual arrangements between you and us (as course provider) on the one hand, and between you and the National Agency (as financial provider) on the other hand are strictly independent.

The final registration with payment

After the final decision of your National Agency, you should contact us immediately and latest a week after to let us know whether you have been successful and to confirm your participation.

If you have not been awarded a grant, you need to cancel your pre-registration. There is no cancellation fee if you do not receive funding. If you are awarded a grant, you must contact us to confirm this and finally register and pay the full fee of 1350 € for the training event before the deadline of final registration with payment. The deadline for

- the course in April 2010 is 08/03/2010, and
- the course in Sept 2010 is 01/07/2010

If you cancel

From the moment your National Agency confirms that you have been awarded a grant, you have responsibilities towards us as training provider. If you then cancel your attendance at the course, you will be responsible for paying a cancellation fee depending of the time of cancellation.

- If you cancel - after you been awarded a grant and before the deadline of final registration - the cancellation fee is 100 €.
- If you cancel after the deadline of final registration the cancellation fee is 500 € for accommodation and 200 € for the course programme and administration.
- If you have registered after the deadline of final registration, you normally only pay the fee for the course programme, because it is in this case your own responsibility to book (and cancel) accommodation and to pay your own meals, and we will return the course fee minus 200 €.

If we cancel

If we as course providers should cancel the course because of too few participants, we will of course return your full payment. A possible cancellation will be decided the day after the deadline of registration, and we will immediate inform you and return your fee.

In case of cancellation we can't compensate your possible already incurred costs, e.g. travel tickets which cannot be cancelled or changed. We therefore recommend that you wait to order and pay travel ticket after the deadline of the final registration.

The minimum number of participants is 14 and the maximum number is 30. Therefore, we normally will know in god time that we have the minimum number of participants, and we will in this case inform you before the deadline of registration that the course will be implemented, so you can order your travel tickets in good time.

Further information

You are always welcome to contact us for further information or advice regarding your application to your National Agency.

Contact

Hans Jørgen Vodsgaard, head of Interfolk:

hjv@interfolk.dk * (+45) 51 300 320

or

Bente von Scindel, General Secretary of Joint Cultural Councils in Denmark

bs@kulturellesamraad.dk * (+45) 29 64 70 40