

# The Art of Non Formal



## INFOPACK

Águeda, 18th-22nd of April 2022

# Welcome To Águeda

Dear Participants,

We are looking forward to meeting you for the Training Course : The Art of Non Formal, that will take place in Águeda on the **18th to 22nd of April 2022** (travel days on the 17th and on the 23rd).

In this document, you will find all the information that you need.

Please, read it carefully!

Any questions you may have please contact Ana Teles:



[ana.teles@cjagueda.pt](mailto:ana.teles@cjagueda.pt)



+351 927 298 451

## About the project

Psientífica Association received the 7 years accreditation by the Erasmus + Youth in Action Portuguese National Agency. With this accreditation, each year Psientífica gets to do 5 different activities, after the 1st year, per year without having to apply each activity to the national agency.

The 1st year consists of the organization of 4 different activities. This infopack is about the second activity, **a Training Course about Non-formal education.**



is a training course taking place in Águeda, Portugal, from the 18th to the 22nd of April, that aims to equip youth workers, educators, facilitators, and other professionals that work with young people with tools to empower youngsters through the use of Non-formal education methodology, and bring awareness for the importance that non-formal education has in the development of young people's skills and competences.

# The art of Non formal goals



To promote opportunities for training and improving the work of Youth Technicians, through specialization and the transfer of know-how and experiences in the area of non-formal education (NFE);



To develop competences in the area of NFE as well as facilitation skills;



To discover diverse NFE techniques and tools. How to design, prepare and implement NFE activities;



Promote the creation of specialized collaborative networks, through support and incentives for the development of youth actions;



Respond to the gaps due to the lack of knowledge in NFE still expressed by Youth workers, trainers, coaches and educators;



Empower the understanding of the NFE methodology as a powerful tool for the capacitation and learning of young people and a complementary methodology to formal education;



Transfer of knowledge and practices, strategies and intervention methods with young people, which enhances a more effective, efficient operationalization with an impact at the local, regional, national and European level at the NFE level.

# The art of Non formal timetable

Time *	Day 1	Day 2	Day 3	Day 4	Day 5
9:30 – 11:00	Introduction Getting to know	The different methods of education. What is non formal education? Education parliament	Kick-off practice	Practice phase (2 groups)	The youthPass Casino
11:00 – 11:15	Break	Break	Break	Break	Break
11:15- 12:45	Team building Social contract	Non-formal education myths, tips, and tricks Definition of thematic to approach on	Desining the non-formal dynamics/sessions	Practice phase (2 groups)	The art of non-formal (video recording)
12:45 – 14:00	Lunch	Lunch	Lunch	Lunch	Lunch
14:00 – 15:45	Non-Formal education and applications – Share of Good practices	Practicing, designing and delivering non-formal activities and tools.	Desining the non-formal dynamics/sessions	Practice phase (1 group)	Youthpass Self Assessment and Evaluation
15:45 – 16:00	Break	Break	Break	Break	Break
16:00 – 18:00	The Art of non formal: What the community thinks? Priorities to work	The importance of clear instructions and communication.	Desining the non-formal dynamics/sessions	Evaluation of the practice	Free time
20:00	Dinner	Dinner	Dinner	Special Dinner	Dinner

\*Times may vary according to the development of the activities.

# Participants

2 Youth workers from each organization  
1 facilitator from Psientifica  
1 external trainer : Jo Clays



## Participant's Profile:



Age = or > 18 years



Youth workers, trainers, coaches and educators who actively work at local / regional/national or international levels.

Experience:



- Working with young people
- In capacitating young people
- In transnational projects
- In the application of Non-formal education (NFE) dynamics (or interest in learning)



Some experience in the topic NFE and in facilitation and high motivation to explore this topic.



Openness for and appreciation of non-formal learning process in diverse contexts.



Once the participants are chosen fill out the participants form, already with the travel information:

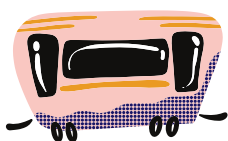
<https://forms.gle/nDLpZh9AdyDMj9Rv7>





# Arrival and Departure

Águeda is a small town with limited access to major cities. This is the suggested itinerary from Porto's Airport to Águeda.



From the Airport, you take the **metro** to Trindade Station (about 2€ per person)

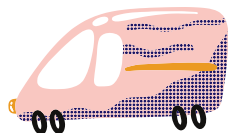
Schedules on page 22

[https://www.metrodoporto.pt/metrodoporto/uploads/document/file/530/horarios\\_abr\\_2021\\_lw.pdf](https://www.metrodoporto.pt/metrodoporto/uploads/document/file/530/horarios_abr_2021_lw.pdf)

From Trindade station to Porto – Campanhã railway station (Validate the same ticket, simply change the line).

Take the **train** from **Porto – Campanhã railway station** to **Aveiro railway station** (about 3.55€ per person)

Schedules on <https://www.cp.pt/passageiros/en>



From Aveiro railway station to Águeda railway station (about 2.20€ per person, you can ask for a discount for youth if you're younger than 25)

Schedules on the same link above.



## About Águeda



Águeda is a small city in the north - center of Portugal - it has about 14000 habitants.

The city is crossed by a river called Águeda, as well. The most part of its territory consists of small mountains and large valleys.

The distance between Águeda and Porto is 72km and 240km from Lisbon.



Águeda is an important commercial and industrial center, located in an extremely fertile area. The gastronomical and economical region where it is inserted, known as the **Bairrada**, encompasses many of the local civil parishes and is well known for its vineyards and wine industry, as well as its suckling roasted pig (*Leitão Assado à Bairrada*).



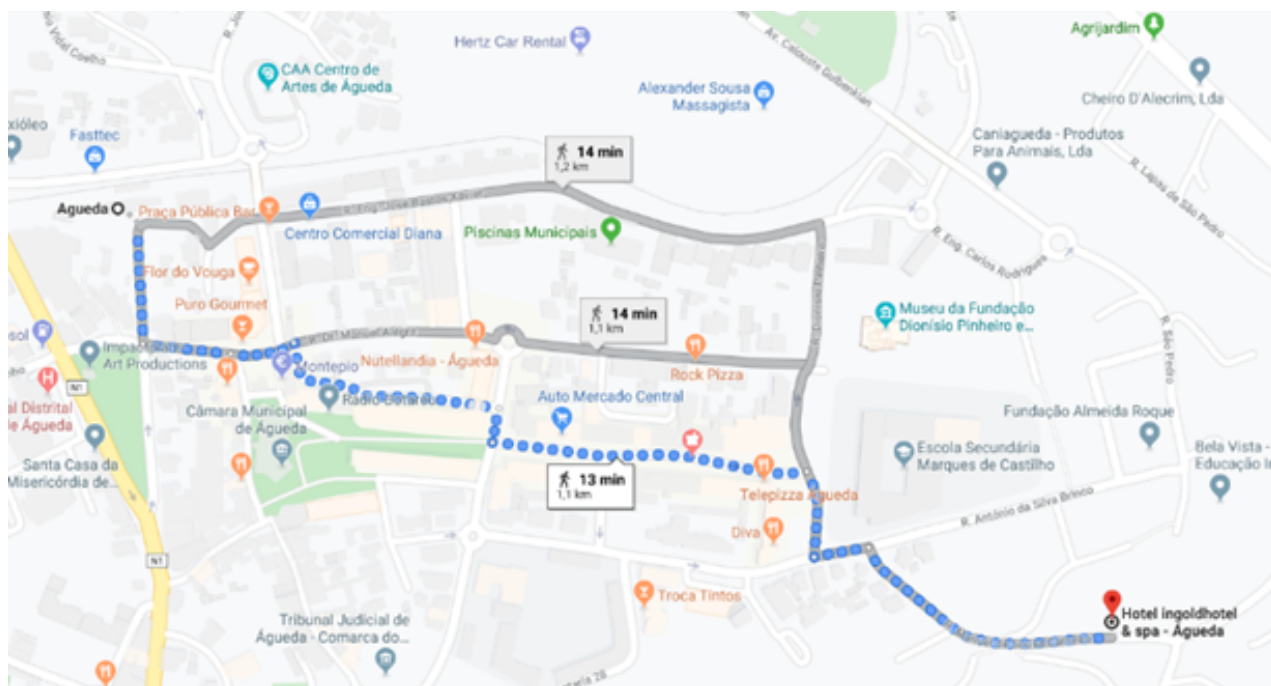
The average annual temperature is 15.2°C and it tends to rain a bit in the winter. Check the weather here:

<https://www.ipma.pt/pt/otempo/prev.localidade.hora/#Aveiro&%C3%81gueda>



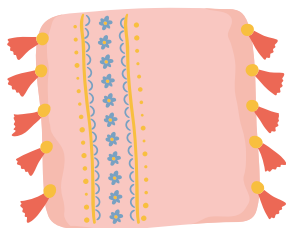
# Welcome To Águeda

From Águeda railway station to the Hotel you are staying, it is only a 14-minute walk!



Be aware that after 21h00 you won't be able to reach Águeda by public transportation. Have this in mind when you book the tickets! If justifiable we will book a bus to get the participants from Porto to Águeda and to take them in the departure day.

## Food and accomodation



You will Stay at **In Gold Hotel** (<https://www.ingoldhotel.pt/en/Menu/Home.aspx>), where you will have a double bedroom and private bathroom. It is located eight minutes by foot to Águeda's Youth Center.

**Address:** R. Manuel de Sousa Carneiro 25, 3750-160 Águeda

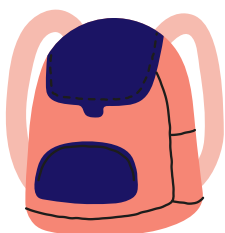
The rooms will be assigned according to gender, nationality (if possible). Please let us know if you have any preferences regarding the room's distribution.



The food will be served at the **ESTGA** university canteen (<https://www.ua.pt/en/sas/unidades-alimentares-em-funcionamento>). You can choose to have a meat dish, a fish dish, a diet dish, a vegetarian dish, or a salad dish. These will also be a special diner.

**Address:** R. Cmte. Pinho e Freitas 5, 3750-127 Águeda

Please let us know if you have any specific dietary needs/allergies.



The activities will be held in a room in one of the Local schools, **Escola Secundária Marques de Castilho**.

**Address:** Largo Dr. António Breda, 3750-106 Águeda

# Financial Conditions



Transportation costs of all participants will be covered by project's budget up to Erasmus + limits of transportation costs for a certain country, based on Erasmus+ distance calculator.

Check the distance band here: <https://erasmus-plus.ec.europa.eu/pt-pt/node/2626>

The travel distance is calculated from the hometown of the sending organization till the town where the activities will happen.

Budget for travel distance:

Travel distance	Standard travel	Green travel
0 – 99 km	23 EUR	
100 – 499 km	180 EUR	210 EUR
500 – 1999 km	275 EUR	320 EUR
2000 – 2999 km	360 EUR	410 EUR
3000 – 3999 km	530 EUR	610 EUR
4000 – 7999 km	820 EUR	
8000 km or more	1500 EUR	

All costs related to accommodation, and food (3 meals per day- breakfast, lunch, dinner and coffee breaks during the activity) will be covered by project's budget.

Buying the tickets is an obligation of participants (with partners' organization support).

## Buy the tickets with Psientífica VAT number:

Name of the organization: Psientífica

Address: Praceta das Chãs, Loja G Águeda, Aveiro, Portugal 3750-113

VAT: 507462823



All the tickets (before purchasing them) should be confirmed and approved by the hosting organization (Psientífica / Águeda Youth Center).

# Reimbursement



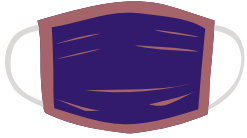
Reimbursement process will be done once the Mobility is over via bank transfer. The participants are required to provide the hosting organization all travel documents and a dedicated reimbursement form (that will be posted via our Facebook group before the project itself) maximum until the second day of the main activities.

## Important Notes:

- Don't forget to send via e-mail and bring invoices of your tickets, since we can not reimburse anything without documentation.
- Boarding passes are obligatory as well.
- The prices should be stated in the invoices, receipts and they must coincide with the price on the ticket.
- Train/bus tickets must show visible arrival and departure time as well as the price (+invoices if available).
- Booking paper alone is not enough (we need the invoices).
- Missing or lost tickets are not reimbursed.
- Any costs for taxi or petrol are not reimbursed.
- Return tickets must be bought in advance before the journey.
- Following the guidelines of the Erasmus+/YIA Programme and internal regulations the travel must be released by the participants on the direct way within maximum 2 days. In case of long pauses or indirect routes (holiday travel), you'll have to sign a document explaining the different indirect route.

# Covid-19 Info

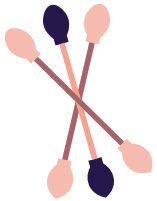
## Important Notes:



In Portugal is still **mandatory to wear masks inside**, (including in the hotel common areas), even if you are fully vaccinated. Participants are expected to wear a clean mask every day and to comply with the rules.



Before departure inform yourself about what is necessary to go back to your country. Whether you will need a Covid Test, what type of test, or if you don't need it.



In Águeda you can do the Covid-19 test in **Joaquim Chaves Clinic**, a 2 minutes walk from the Youth Center. You will need to bring your ID and proof of travel (So it's cheaper). The price of the tests will be posteriorly reimbursed back by us.



Rapid test is 30€ and the result is available in half an hour.

PCR test is 65€ and the results take about 24 hours.

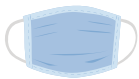
# What to Bring



ID/Passaport



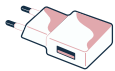
European Health Card



Enough Masks (ideally 2 per day)



Boarding Tickets and travel expenses for the reimbursments



Phone Charger



Small umbrella



Comfortable clothes



Motivation and a good mood!

# Important Contacts



234 622 417



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+ 351 912 384 682



Ana teles: +351 927 298 451