



Project Delivery Update: Pathway 1 Grant Recipients – April 2024

Reminder to use the change request pro forma

In order to simplify the project management process, please use the change request pro forma in your reporting folder to request the following activity changes:

- Change of destination
- Change of duration
- Change of participant numbers

Guidance to complete this can also be found in your reporting folder. If you have any questions or would like to speak to a member of the team, please email support@taith.wales

Once you have submitted your request, the team will review these where necessary and update your live calculator tool for project monitoring purposes.

Updated reporting fields in the participant reporting template

In our previous bulletin, we let you know that we would be updating your reporting templates to capture the following information:

- County
- Welsh domiciled
- Post code

You will now see that the County and Welsh domiciled fields have been added to your reporting template. Please note that we will now **not be** collecting data on participants' postcodes, so this has not been included in the reporting template.

Where you had included County and Welsh domiciled data before October 2023, we have added this data back into your reporting tool. Where possible, could you please update these two columns with data from past mobilities. You will be required to collect this data for all current and mobilities and input the information into the report.

Audit and Assurance

We have recently added an audit and assurance section to the Grant Recipient area. Please read through this section to get a better understanding of what audit and assurance checks Taith can undertake. The section contains a frequently asked question section and a guidance note for each type of audit.

New Bulletin format

Following feedback from our stakeholder meeting on 16 April 2024, we are going to change the way we send out the Grant Recipient monthly bulletins. We will be moving to using Mailchimp (currently used for our quarterly newsletters which you can sign up to via our website) instead of the sending an email.

We feel this will make the content more engaging and easier to read than the current format, and we will be looking to introduce this for the May bulletin. You will find an option to unsubscribe in Mailchimp, but we would kindly request that you do not select this option as the information relates to the project delivery of your project you would risk missing the latest





updates. Anyone who does unsubscribe will be contacted by the Taith team to discuss this further.

If you have any questions or feedback in relation to this change, then please contact us via support@taith.wales.

Social Media guidance

Let's get social!

We are actively engaged on social media to help raise awareness and promote the life changing opportunities funded through Taith. As detailed in our strategy, Taith funds inclusive and accessible international educational exchange opportunities for learners and staff across Wales, with opportunities for international learners and staff to visit Welsh partners. Through social media we hope to encourage participation from people from underrepresented groups – including those from disadvantaged backgrounds, ethnic minority backgrounds, Disabled people and people with additional learning needs. We also want to emphasise the importance of learning and inclusion to a broad audience.

But we need your help!

We want to showcase projects that really highlight the value and importance of Taith in providing opportunities to those who face the greatest barriers, as well as demonstrating how Taith can really improve the education and learning for participants from Wales. To do this we need your stories and experiences. So, if you've got a project and you've got something to share, please do so and follow the guidance below.

Guidance

When sharing your experiences with us via social media, please remember the following:

- always tag us in your posts **@TaithWales**
- use **#Taith** and **#TaithStories** Other hashtags (you can use multiples) might be relevant to your sector, destination or project. Examples could include: **#VoluntaryWork #CurriculumForWales #AdultEducation #Wales #ClimateChange**. You might also link your posts to a particular awareness week or national event relevant to your sector which is a great way to maximise reach
- **X (formally known as Twitter)** can accommodate short and frequent updates. Despite the smaller character count, X is a great platform for image/video-sharing.
- **Instagram** is a photo and video sharing app. This is a great space for sharing full video content and stories about your Taith-funded experience. If you are posting about your trip on Instagram, feel free to collaborate with Taith so we can share your experiences with others on our page. You can do this by taking the steps you would normally do to post a photo or video, tap "Tag people" and instead of tapping the photo to tag people, hit the "Invite collaborator" button. Our handle is **@taithwales**.
- if you are out on a mobility, we welcome you posting regularly throughout your trip highlighting what you are doing/where you are visiting.
- please remember that we need to be showcasing the learning aspect of the experience, and it is important to get this across in your social media posts.
- we aim to engage with as much user generated content as we can, but will not interact with any inappropriate posts, for example, references to alcohol.
- as this content is being created by you – our Grant Recipients – we are not expecting highly professional or polished content. The more natural and authentic the tone, the better.
- **all** images/video provided must be subject to appropriate consent being granted by an individual or group of individuals. All schools and the majority of learning



organisations will have their own permission/consent procedures in place which you will adhere to when sharing content on your own social media channels. Taith will provide additional consent forms where required.

Taith's Social Media accounts

X (Twitter) - @TaithWales

Facebook - www.facebook.com/TaithExchange

LinkedIn - www.linkedin.com/company/taithwales

Instagram - www.instagram.com/TaithWales/

If you have any questions about social media in relation to your Taith-funded mobility or project, please contact support@taith.wales

Your feedback is welcome

We always welcome your feedback on how you find the processes and resources established by Taith to support you in delivering your projects – what is working well, what could be improved, and what could be developed.

Please send us your thoughts via support@taith.wales If you prefer, we are also happy to schedule a call or a meeting with you.