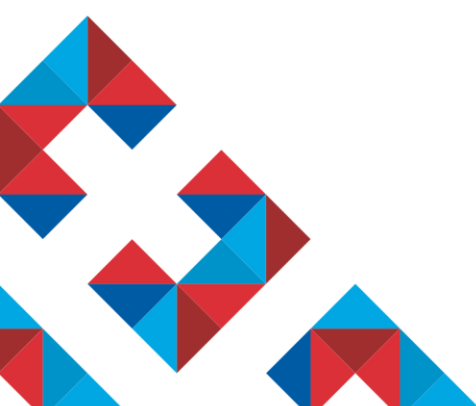


Key Action 1 (KA1) Guide for Applicants

Mobility for Vocational Education and Training
Learners and Staff

Deadline for Round 1: 11am (UK time) on Wednesday 4
March 2015

Version 1: 21 January 2015



Introduction to Key Action 1: Learning Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

Key Action 1 for Vocational Education and Training

Key Action 1 Vocational Education and Training (VET) provides funding for projects that support the professional and personal development of individuals who are either undertaking vocational study or are professionals involved in delivering vocational education and training. This is achieved through mobility activities abroad in another Erasmus+ [Programme Country](#), such as a work placement or traineeship, job-shadowing or a teaching/training assignment.

UK Vocational Education and Training (VET) organisations can apply for both learner and staff mobility funding under Key Action 1. The aim of a Key Action 1 VET project is to increase the skills and employability of VET learners and apprentices by providing them with practical experience abroad and exposure to other languages and cultures. Projects also aim to provide VET staff with an opportunity for professional development to increase their organisation's VET provision through job-shadowing or a period of providing training or teaching at another VET organisation abroad. Additionally, Key Action 1 projects aim to increase the participating organisation's capacity to work at an international level.

Learners and staff must be based in the UK and must undertake their mobility in another Programme Country. Funding is not available for UK organisations to receive learners or staff from other organisations – the organisation sending the participants must apply to the National Agency in their own country for funding.

Who is this guide for?

This step-by-step guide is to help UK organisations complete the Erasmus+ Key Action 1 Learning Mobility of Individuals application eForm under the 2015 Call, and should be read in addition to the [2015 Erasmus+ Programme Guide](#).

This guide is for organisations who are considering applying for funding for mobility projects in the field of VET only. If you wish to apply for funding for a mobility project in another field or for a Key Action 2 or Key Action 3 project, please see the '[Apply for funding](#)' section on the UK website and choose the relevant field.

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check the eligibility criteria and that you are an eligible organisation.
3. Review your organisational and financial capacity.
4. Check whether your organisation has a Participant Identification Code (PIC).
5. Register on the European Commission's Participant Portal.
6. Upload or update the Legal Entity and Financial Identification Forms.
7. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

We recommend that you read the information below and the European Commission's Erasmus+ Programme Guide to find out more about Key Action 1 for VET, including eligibility and quality assessment criteria, application procedures and formal requirements.

For Key Action 1 VET applications the relevant sections of the Erasmus+ Programme Guide are:

- Page 28 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 51 to 58 (specific information on requirements for Mobility projects for VET learners and staff), including:
 - Eligibility and quality assessment criteria, pages 51 to 54
 - Funding rules, pages 55 to 58

- Pages 232 to 248 (information for applicants, including procedures, exclusion criteria and formal requirements)
- Pages 255 to 259 (specific information on Mobility Projects for before, during and after mobilities).

For inspiration and case studies, you can search for projects on the Dissemination Platform:

<http://ec.europa.eu/programmes/erasmus-plus/projects/>.

What mobility activities are possible?

Each project can last either 12 or 24 months and organisations active in vocational education and training can apply for funding to support any of the following mobility activities within a project:

Learner Mobility

- a VET traineeship abroad lasting from 2 weeks to 12 months

Funding can be used to support apprentices and VET students undertaking vocational training within a VET organisation. Apprentices or vocational students who have recently completed their apprenticeship or course can also benefit from this opportunity – graduates must undertake their training placement within one year of their graduation. The placement must include work-based learning at a VET organisation, employer or other relevant organisation – vocational study alone is not permitted. To ensure the quality of the placement, it is recommended the receiving organisation hosts all or part of the vocational placement, rather than sourcing it out to another organisation.

The placement must be relevant to and fit well with the course that the student or apprentice is studying. Please note in the Erasmus+ programme, vocational learners are defined as “those whose studies typically include work-based learning”.

Its learning outcomes should also be formally recognised and validated through the use of ECVET, Europass or through any other means that is appropriate to the target learners.

The placement must last a minimum of two weeks or 12 days (of which 10 must be working days) and a maximum of 12 months, excluding travel time.

Accompanying Persons: As part of the European Commission’s drive to improve the quality of mobility experiences and safeguard vulnerable learners, **it is now compulsory to include accompanying persons to VET learner mobility projects.** This means that each flow of learners must receive a visit from an accompanying person at some point during their mobility. This ensures that learners are properly monitored while on mobility and that any potential issues are picked up. It is recommended that you include a minimum of one accompanying person per 10 learners.

Accompanying persons can also accompany a single learner for the duration of their mobility (for example, if the learner has special needs).

Accompanying persons are only allowed for learner mobility activities.

Staff Mobility

- teaching/training assignments – staff deliver teaching or training in a VET organisation abroad;
- staff training – staff undertake a work placement or job shadowing experience in an enterprise or any other VET organisation abroad.

Funding can be used to support staff engaged in VET activities, including support staff, managers, and guidance staff as well as teachers and trainers working in the sending organisation. The training must respond to clearly identified staff development or training needs or must contribute to your organisation's strategic approach on modernising or internationalising education provision. The learning outcomes of the training must also be appropriately recognised and shared widely with others in your organisation.

In addition, in the case of teaching/training assignments, Key Action 1 is also open to persons from enterprises, public sector and/or civil society organisations.

Staff mobility activities can last from 2 days to 2 months, excluding travel time.

Projects can be made up of both VET traineeships and staff training, but you must demonstrate how the two activities fit with the wider objectives of the project.

Organisation Roles and Responsibilities

You can apply to run a Key Action 1 VET Mobility Project as either:

1. A single UK organisation; or
2. Part of a national consortium with at least two other UK-based organisations.

Please note: if your application contains only two UK organisations (you and one other UK partner) you will not be able to submit the application form, as consortiums comprising less than three UK members are ineligible.

Participating organisations assume the following roles and tasks:

Applicant organisation: in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium co-ordinator leading a mobility consortium of partner organisations from the same country, aimed at sending VET learners and staff to activities abroad. The national mobility consortium co-ordinator can also, but not necessarily, act as a sending organisation.

Sending organisation: in charge of selecting VET learners/staff and sending them abroad.

Receiving organisation: in charge of receiving foreign VET learners/staff and offering them a programme of activities, or benefiting from a training activity provided by VET staff. Receiving organisations are expected to directly host learners and staff and must not be an intermediary outsourcing work placements to other companies. All receiving partners must be detailed in your application form as additional partners cannot be added at a later stage.

Intermediary organisation: active in the labour market or in the fields of vocational education and training. It can be a partner in a national VET consortium, but is not a sending or receiving organisation. Its role may be to share and facilitate the administrative procedures of the sending VET organisations and to better match apprentice/student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

The sending and receiving organisations, together with the students/staff, must have agreed on the activities to be undertaken by the students - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

Applying on behalf of a consortium

If you are applying on behalf of a national VET consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise of at least three VET organisations: you and two other UK organisations.

If you add consortium members into the application form, then you will need to provide a signed partner mandate for each member of the consortium. The mandate should be between the applicant organisation and the relevant partner. Please note that although submission of the partner mandates is requested at application stage, it is not compulsory and can be provided at the latest by the time of signing the grant agreement. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded [from our website](#).

2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Erasmus+ VET funding:

- any public or private organisation active in the field of vocational education and training (defined as a VET organisation); or
- any public or private organisation active in the labour market or in the fields of education, training and youth.

Please be aware that sole traders, unincorporated association and partnerships (with limited exception) are not eligible to apply for Erasmus+ funding.

Under KA1 VET, your organisation must be legally constituted in order to take part in the programme.

Please also ensure the following:

- That your application meets the following eligibility criteria: both you and your partner organisations are based and registered in a Programme Country. You can find a list of Programme Countries [on our website](#).
- The application must include at least one sending organisation and one receiving organisation.
- If you are applying on behalf of a UK national consortium ensure that you include at least two other UK partners – if you only have one UK partner your application will be considered ineligible.
- **Only one application per selection round** may be submitted on behalf of your organisation or your consortium partners. You can submit multiple applications as part of a consortium, but the project and the combination of consortium partners must be completely different.
- The project activities must meet the minimum number of days and not exceed the maximum duration (see pages 3-4 of this guide for more information).
- Your application form is completed in full and is submitted by the deadline time and date.

Organisations must be based and registered in a programme country. For more information, please see the specific eligibility criteria for Key Action 1 VET projects on pages 52 - 53 of the Programme Guide.

For your project to be eligible for funding from the Erasmus+ UK National Agency, at least one sending/receiving organisation in each activity must be from the UK. If this is not the case, consider applying to a different National Agency: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

3. Review your organisational and financial capacity

3.1 What is organisational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the UK National Agency and the programme guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the UK National Agency.

The above must be detailed in the application form but, where necessary, further information may be requested.

The UK National Agency may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Any outstanding debt your organisation has with the UK National Agency (either the British Council or Ecorys UK) will impact upon the approval of your application form, and your ability to secure funding. You therefore are strongly advised to clear any outstanding debts with the UK National Agency before applying for funding.

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 233-234 of the Programme Guide).

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported on using only a pre-financing payment or advance [note: in certain circumstances, e.g. a weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the "National Agency bank accounts" does not allow for a single first pre-financing payment to beneficiaries, the UK National Agency reserves the right to make staged payments, or payments in arrears].

Please note that a formal financial capacity check will be carried out by the National Agency on all organisations, other than public bodies and international organisations, where the grant request is over 60,000 euro (see the section 'Selection Criteria' in Part C, page 235 of the Programme Guide).

In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully.

Organisations applying for over 60,000 euro must therefore provide a set of accounts, to include at least a Balance Sheet and a Profit and Loss Account (or an Income and Expenditure Account), in accordance with relevant UK legislation not more than 15 months old, from the date of the funding Round to which they are applying.

The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

What if my organisation is new or has no accounts?

The UK National Agency may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

4. Check whether your organisation has a Participant Identification Code (PIC)

All organisations that apply for Erasmus+ funding must first register with the European Commission using the Participant Portal (see step 5 below) and receive a unique Participant Identification Code (PIC). The PIC is directly linked to the information that you registered on the Portal and enables you to enter all your organisation's details into your application form simply by inserting your PIC.

We would recommend that before registering you double-check that your organisation does not already have a PIC. You can use the 'search' facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number. This is because your organisation can have only one PIC and if it receives duplicate PICs, it can cause delays in processing your application while the UK National Agency resolves the issue. As part of the registration process the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time you are strongly advised to check beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

5. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations (UK and transnational) must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal is accessible via an individual's European Commission Authentication Service (ECAS) account. If you have not previously registered your organisation on ECAS, a video guide on how to register on ECAS together with a Participant Portal User Manual is available [on our website](#).

The Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal can be accessed at: <http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

Please be aware that there are two portals: the **Research** Participant Portal and the **Education, Audio-visual, Culture, Citizenship and Volunteering** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research one by default, so make sure you use the link above in order to register and access the correct Participant Portal.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the institution's details will be entered automatically.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues with your PIC.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 232 which contains detailed guidance on how to complete these steps.

It is important to note that you will be expected to use the Participant Portal throughout your project's lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct and up-to-date and that you always have the login details to access the Portal.

6. Upload or update the Legal Entity and Financial Identification Forms

Once registered, all organisations must have their legal status validated by their National Agencies; this includes both applicants and consortium partner organisations in a project. All UK organisations will be validated by the UK National Agency. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the UK National Agency to validate you, you and your partners

must upload a Legal Entity Form to the Participant Portal. If you are the applicant you must also upload a Financial Identification Form.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. Therefore, your organisation being validated does not imply a successful outcome of your application.

You can find the Financial Identification Form here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The Financial Identification Form should be signed and stamped by your bank or alternatively should be accompanied by a recent bank statement for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If your organisation was successful for funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you need to ensure that the information on this latter is consistent with that on the Financial Identification Form.

The Legal Entity Form can be found here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Please be aware that there are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the adequate legal entity form, depending on whether your organisation is a 'Private Company' or a 'Public Entity'. For KA1 VET projects you shouldn't use the 'Individual' legal entity form.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. For more information, please have a look on the [FAQs section](#) of the Participant Portal and on the Erasmus+ website.

If you have applied for Erasmus+ funding before and have already been validated by the UK National Agency you will still need to ensure that the above documents are correct and up-to-date. Outdated documents cannot be deleted, but you can simply upload another document in their place. Private organisations applying for a grant over 60,000 euro should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a financial capacity check to be carried out (see page 235 of the programme guide for more information about financial capacity).

For more information about registering and uploading documents to the Participant Portal, as well as updating information and previously uploaded documents, please refer to:

http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf

7. Ensure you understand the quality criteria against which your application will be assessed

In order for you to write a high quality Key Action 1 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

- 1) A formal eligibility check undertaken by the UK National Agency staff (against the eligibility criteria published in the programme guide).
- 2) A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of VET.

Experts will assess each section of the application form against the following criteria:

| | |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Relevance of the project (maximum 30 points)</p> | <ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> ○ the objectives of the Action (see section "What are the aims of a mobility project" on page 33 of the Programme Guide) ○ the needs and objectives of the participating organisations and of the individual participants (in particular in terms of learning outcomes) ▪ The extent to which the proposal is capable of: <ul style="list-style-type: none"> ○ producing high-quality learning outcomes for participants ○ reinforcing the capacities and international scope of the participating organisations |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Quality of the project design and implementation (maximum 40 points)</p> | <ul style="list-style-type: none"> ▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up) ▪ The consistency between project objectives and activities proposed ▪ The quality of the practical arrangements, management and support modalities ▪ The quality of the preparation provided to participants ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities ▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders |
| <p>Impact and dissemination (maximum 30 points)</p> | <ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the project ▪ The potential impact of the project: <ul style="list-style-type: none"> ○ on participants and participating organisations during and after the project lifetime ○ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations |

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof-read your application!

It is important to note that any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

Please note that any relevant text you enter will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form.

Approved projects will be ranked in terms of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget is fully utilised. Approved applications which cannot be funded due to insufficient programme funds may be placed on a reserve list. If one or more applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project' and then 'Quality of project design and implementation'.

Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with proportionality. This means that in principle the larger and more complex your project and the more funding you request, the higher the level of detail and clarity is expected regarding your project and its activities.

Additional information on quality criteria

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and key terms such as 'learning outcomes'. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 'guide for assessors') which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the Erasmus+ website at <https://www.erasmusplus.org.uk/top-tips-for-applying>

When will results be notified?

You should expect to hear about the outcome of your Key Action 1 VET Mobility application within four months of the submission deadline.

The named contact person for the project will receive notification of the outcome, including detailed feedback on why your application succeeded (or not).

Where to Find More Help and Advice

For further information, please refer to the 'Before you apply' section on our website: <https://www.erasmusplus.org.uk/before-you-apply>.

The Erasmus+ team at Ecorys are also here to help you with any queries which you may have regarding your VET application. You can contact the team by phoning the Erasmus+ Helpline on 0845 199 2929 or by emailing erasmusplus@uk.ecorys.com.

A pre-recorded webinar regarding Key Action 1 applications will be made available on our website shortly. Please sign up to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more: <https://www.erasmusplus.org.uk/subscribe-to-our-newsletter>

Please note that any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK National Agency. The UK National Agency does not take any responsibility for incorrect information provided about the Programme by other organisations. Additionally, the UK National Agency will only communicate with the applicant organisation during the application process, and if the application is approved. Any organisations claiming to broker agreement between you and the National Agency should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.

Step-by-step guide to completing your application

In order to help you put together a good quality application we have developed a step-by-step guide to assist you in filling out the electronic application form (eForm). The next pages will take you through the different sections of the eForm, emphasise the most important parts and highlight potential stumbling blocks.

It is important to note at application stage that if approved, you will be contractually bound by the UK National Agency to the information you have provided within your application form throughout the course of your project. No deviations from this information will be permitted, as this will call into question the assessment result of your application form. Therefore when completing your application form you must ensure that the information you are presenting (including partners, countries and participants involved) are not subject to change, and that all parties involved are aware of their responsibilities and are fully committed to your project.

Introduction to the eForm


It is compulsory to complete the eForm when applying for Key Action 1 VET funding. The eForm can be downloaded from the Erasmus+ website at <https://www.erasmusplus.org.uk/apply-for-vet-learner-and-staff-mobility-funding>; please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download from www.get.adobe.com/reader. The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum. Some Mac computers are not compatible

with the eForm, so we would recommend that where possible you use a PC to complete the application.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

In order to save the form on your computer or network, click on the 'Save a copy' button  in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note that you will need to be connected to the internet to complete certain functions such as checking your PIC code (see page 8 of this guide) and validating the form using the 'validate' button at the bottom of each page. Please note that some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Remove' or the '+' or '-' buttons. Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.

If you need further guidance on completing the eForm, you can also read the European Commission's 2015 technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The

technical guidelines can be downloaded from the UK website at <https://www.erasmusplus.org.uk/key-resources>.

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled. Applicants should check that the pre-filled fields Key Action, Action and Action Type correspond to the funding being applied for:

Key Action: Learning Mobility of Individuals

Action: Mobility of Learners and Staff

Action Type: VET Learner and Staff Mobility

Call: 2015

Round: Round 1

If any of the above fields do not apply to your organisation or the grant you wish to apply for, then you are using the wrong form – please visit <https://www.erasmusplus.org.uk/apply-for-vet-learner-and-staff-mobility-funding> to download the correct eForm or to search for the appropriate funding opportunity and application form.

Language used to fill in the form: Select English from the drop-down menu for applications made to the UK National Agencies.

B.1. Project Identification

The only pre-filled information in this section will include organisation name and the form hash code. All other sections must be completed by applicants.

Project Title: Please choose a title for the project, different from your organisation's name.

Project Acronym: Please enter any acronym for your project title here.

Project Start Date: Select 01/06/2015 from the calendar. This is the only possible start date for your project

Project Total Duration: The overall project duration can be either 12 or 24 months – **please ensure that your selected project dates fit this duration.** Select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project related activities from promotion and recruitment through to evaluation and dissemination. It is important therefore to consider a realistic project duration to be able to carry out all project activities to a high standard.

The only possible start date for activity is 1 June 2015 for projects under the 04 March deadline. You must not select any other start date.

Please note that the indicative date for signing a grant agreement is five months after the deadline (i.e. August 2015 for applicants to 04 March deadline). Please be mindful that you should plan in enough time before your activities to be sure to be able to get value for money on travel costs, venue hire etc.

Project End Date: This should be no longer than 24 months after the start date and after all activities or mobilities have taken place. The latest possible end date for activity is 01 June 2017 for projects under the 04 March 2015 deadline.

Applicant Organisation Full Legal Name (Latin characters): This field will populate based on your PIC (see section C.1).

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01** from the drop down box.

C. Participating Organisation(s)

C.1. Applicant Organisation

This section asks applicants to provide information relating to the applicant organisation.

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. Please refer to pages 8-9 of this guide for further information. If you have already submitted an Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications.

Once you have entered your PIC in the box and selected 'Check PIC', the address fields should populate automatically.

If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you are not able to make the

amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

If you receive an error when clicking ‘Check PIC’ – and you have checked that you are entering the right code – please contact us at erasmusplus@uk.ecorys.com.

C.1.1 Profile

‘Type of Organisation’: In the 2015 eForms applicants can indicate the type of the organisation as this information is no longer filled in the Participant Portal. Please note that, as this field is compulsory, you cannot leave it empty and should pick one option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, the organisation type can stay "Other" in the electronic form.

‘Is your organisation a public body?’ and ‘Is your organisation a non-profit?’ in this section of the form will also be pre-filled using the information submitted on the European Commission’s Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation’s registration in the Participant Portal. Please have a look at the Participant Portal User Manual for advice on how to update these details: http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf.

Total number of staff: Please enter the total number of staff employed at your organisation.

Total number of learners: Please enter the total number of learners enrolled at your organisation.

C.1.2. Consortium

Please specify ‘yes’ or ‘no’ here depending on whether you are applying on behalf of a UK consortium. If you specify ‘no’, you can move straight on to ‘C.1.3. Background and Experience’. If you specify ‘yes’ as you are part of a consortium, new sections will appear for you to fill in details of the consortium members.

If you are applying as part of a national VET consortium, please ensure that you include the minimum required number of three UK partners. If your application contains only two UK organisations (you and one other UK partner) your application will not be considered eligible.

Please note that, as the applicant organisation leading the consortium, you must provide partner mandates for each of your UK partners. Please refer to page 5 for more information about mandates.

Consortium Member

In C.1.2.1. and C.1.2.2. you can fill in the details of your consortium members. There is space given to provide the details of two consortium members as this is the minimum consortium requirement, however if you have more members in your consortium you can add more by clicking 'Add Member'.

All other partners involved in the project, including the other UK consortium members, will also need to have a registered PIC. Please repeat the same steps as for applicant organisation when adding information about partner organisations.

You must ensure your computer is connected to the internet then enter the consortium member's PIC number into this section and click the 'Check PIC' button. The consortium member's information will automatically populate the form. Again, we would recommend that your consortium members test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

Profile

Sections C.1.2.1.1. and C.1.2.2.1. of the form will be pre-filled using the partner information submitted on the European Commission's Participant Portal. Please check that this information is accurate and ask the relevant partner(s) to update the Participant Portal if necessary.

If the field 'Type of organisation' is not filled in, the form will not validate correctly. This can be manually filled here, without needing to ask the consortium member to update their information on the Participant Portal, by selecting the most relevant type from the drop-down menu.

Again, as you did for the applicant section, you will need to fill in the total number of staff and learners that the consortium member has.

C.1.3. Background and Experience

This section refers back to the applicant organisation.

The information in this section will inform the assessment of your organisation's capacity to manage the project and proposed grant successfully.

Please briefly present your organisation: Please include the aims of your organisation, its history, its location and how the activities proposed in this application fits into other programmes or activities you deliver.

What are the activities and experience of your organisation in the areas relevant for this application? Please detail how your organisation's previous experience of delivering projects or

activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project. Please give details of the number of administrative and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application? Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. To add more activities, click on the + button. To delete activities, click on the - button. If you have been involved in previous projects but do not know the exact details please contact the UK National Agency.

C.1.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your organisation. This may be your Finance Manager or another member of the Senior Management Team. If your application is approved this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation.

Please complete every field in this section.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

If the address of the legal signatory is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Please note: it is important that the legal representative details are consistent throughout the application form and in the Declaration of Honour.

C.1.5. Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact for the application and, should it be successful, the grant. We strongly recommend that the contact person for the application is different from the legal representative.

If the address of the contact person is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

C.2. Partner Organisation

A mobility project is transnational and involves a minimum of two participating organisations (at least one sending and at least one receiving organisation) from different countries.

When identifying partners (i.e. receiving organisations) the applicant should ensure that they take into consideration their organisational capacity to manage a project and a partnership. Key Action 1 is open to organisations established in Programme Countries, and you can find a full list [here](#).

You must identify at least one receiving organisation at application stage for a Key Action 1 VET project to be considered eligible. You cannot add either consortium partners or receiving partners into the project after submitting your application, so it is essential that you select the appropriate partner(s) for your project before you apply.

All partner organisations including consortium members need to register on the European Commission's Participant Portal in order to obtain a PIC number before they can be included in an application.

Applicants must ensure they are connected to the internet then enter their partner organisation's PIC number into this section and click the 'Check PIC' button. The partner organisation's information will automatically populate the form. Again, we would recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

The description of your partner's background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should demonstrate what relevant, complementary expertise the partner brings to the project.

You can add additional partners by clicking on the 'Add partner' button. If applying as part of a UK consortium, you will need to provide a signed **partner mandate** for **each** member of the consortium at application stage. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded [here](#).

C.2.1. Profile

This section of the form will be pre-filled using the partner information submitted on the European Commission's Participant Portal. Please check that this information is accurate. If there are any changes to the information originally provided, you will need to ask partners to log back onto the Participant Portal and update their information accordingly.

Again, the field 'Type of organisation' can be manually filled here if not already filled in by the partner organisation by selecting the most relevant type from the drop-down menu.

As you did previously for the applicant section and if you had any consortium members, please fill in the total number of staff and learners that the partner organisation has.

C.2.2. Background and Experience

This section of the application is broken down into three sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. Additionally applicants must outline the relevant skills and expertise of key people at the partner organisation. There is a 5,000 character limit for these sub-sections.

Please follow the advice provided in section C.1.3. for completing this section in relation to your partner.

C.2.3. Legal Representative

Details of the partner's legal representative should be provided in this section. If the address of the legal signatory is different to the organisation's address please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

C.2.4. Contact Person

Details of the partner's contact person should be provided in this section. If the address of the contact person is different from the organisation address, please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Add Partner Button

Additional partners, where necessary, can be added by clicking on the 'Add Partner' button. If a partner has been entered in error you can delete their information using the 'Remove Partner' button. Please note that this method will only delete the most recently entered partner, so to avoid re-entering information you should ensure that your partnership is finalised before completing the application form.

D. European Development Plan

This section requires specific information about your organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation with regards to quality development and internationalisation. If you

are applying as part of a consortium, then this section will ask about the needs of the consortium as a whole.

The purpose of the European Development Plan is to ensure that the planned mobility activities are relevant both for the individual participants and for the organisation as a whole. It is also to ensure that the activities will have a positive impact on the quality of teaching and learning provided by the applicant organisation/consortium partners here in the UK, and should demonstrate that the proposed activities tie in with the organisation's (or consortium's) wider European/International strategy.

This section is broken down into 3 sections. You will firstly be asked to reflect on how your organisation is developing and implementing issues related to internationalisation and quality development, for example in terms of management competences, staff competences, new teaching and learning methods or tools, the organisation's European dimension, language competences, curricula, organisation of teaching, training and learning, and reinforcing links with partners. If applying as a UK consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Secondly, you are asked to outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs. If applying as a UK consortium this section will refer to the consortium's plans and you should specify how the needs of each member will be met by the project.

Finally you need to explain how your organisation will integrate the competences and experiences acquired by staff participating in the project into its strategic development in the future. If this is a consortium project, you should refer to the strategic development of each individual consortium member, as well as the consortium as a whole.

E. Description of the Project

In this section, you must provide a rationale for your project, and identify both the project's objectives and the issues/needs the project will seek to address. You should describe the added value in terms of the skills/knowledge participants will acquire from completing a European mobility. It is also important to specify the planned duration of the placements and provide a justification for the length of time spent abroad.

You will also need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills and experience of working with the identified target group. It is recommended that an account of the history behind the partnership is given and a reason for choosing each of the project partners. There should be a coherent link between the Erasmus+ programme objectives, the project objectives and the composition of the partnership.

If your receiving partner is a VET school or similar institution you should ensure you detail here how your project will address the requirement for a period of work based learning.

If your receiving partner is hosting no part of the vocational placement you should provide details on their suitable experience and expertise as well as their links to businesses, industry or training institutions. You should also state here how your partner will ensure quality placements that are relevant to the target group.

There is a 5,000 character limit for each of these questions.

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). Examples are: environment and climate change; bringing non-formal methods into new contexts/formal education; language learning; use of ICT; greater inclusion of disadvantaged groups. To add topics, click the '+' button and select an option from the drop down list.

F. Participants' Profile

In this section applicants must detail who the project's participants will be, how the project links to their needs and what they will gain from taking part in the project. Applicants must ensure this detail is provided for all groups of participants within the project, including VET staff.

You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions.

The sending organisation is responsible for the selection of VET learners and staff to send abroad. It is important that appropriate and fair selection processes are in place. If the project includes both learner mobility and staff mobility any differences in the needs, background and selection between learners and staff will need to be detailed.

Further information regarding the obstacles or difficulties these people may face can be found on page 13 of the Erasmus+ Programme Guide.

Learners

When selecting VET learners it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

It is important to decide what criteria will be used during the selection stage so that the individuals who may benefit the most are selected. For example, the applicant organisation may want to ask potential participants to write a motivation letter expressing their interest and showing commitment to the programme. The applicant organisation may also decide to have an application form and/or an interview process. A thorough selection process may also reduce withdrawals of participants at a later stage.

If the participants have already been selected, you will need to describe the selection criteria used in the application form.

It is also important to ensure that the placements abroad match participants' training and/or professional development needs. As such, applicant organisations and their partners should work closely together to match the selected participants with a suitable vocational placement.

You should address here how you will ensure participants are eligible under the rules of the Erasmus+. For example, in the case of recently graduated VET learners how you will ensure their placement takes place in the eligible time period (within 12 months of graduation).

Where applicants are looking to select participants with fewer opportunities, it should be noted that an approximate number for these participants will need to be provided at application stage. Reaching disadvantaged groups is a focus of Erasmus+. Please note that in the context of Erasmus+, people with fewer opportunities are those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. You should refer to the definition of eligible participants in earlier sections of this guide for further information.

More information about the selection of VET learners can be found on page 257 of the Programme Guide.

Staff

When selecting VET staff it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

The selection process for staff mobility must be made public (priority will be given to staff going abroad for the first time, limitation on the possible number of mobility activities per staff member during a given time period, etc.), and be fair, transparent, well-documented and shared with all parties involved in the selection process. Selection should be made on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution or enterprise/organisation. Prior to departure, the final mobility programme should be formally agreed by both the sending and the receiving organisations. Mobility agreements will define the target learning outcomes for the period abroad, specify the recognition provisions and list the rights and obligations of each party. There is a 5,000 character limit for this question.

F.1. Learning Outcomes

This section of the form should provide detail regarding the competences which participants will acquire or improve during the project. For learners this should include the knowledge, skills and attitudes or behaviours that will be developed with a view to improving their personal development and employability. For staff this should include the knowledge, skills and attitudes or behaviours that

will support their professional development with a view to innovating and improving the quality of teaching and training on an individual level, as well as within a wider context across Europe. You should consider carefully how the learning outcomes for both learners and staff meet their needs and are consistent with the project's overall aims and objectives.

Applicants must detail any national instruments or certificates which will be used in addition to providing detail regarding the use of any European instruments or certificates. Applicants should select a maximum of three European instruments or certificates which will be used to validate the competences acquired by participants by using the "+" button and selecting the relevant option(s) from the drop down menu.

The participants' training and the skills acquired during the placement should be recognised, and the applicant organisation should consider involving European partners in the validation process. Applicants will need to detail within their application which European and/or national instruments or certificates will be used to validate the competences acquired by participants in addition to Europass.

All sending and receiving organisations should agree to issue Europass Mobility Certificates to participants at the end of the mobility to record and present the competences acquired by participants during the mobility. The Europass Mobility document is a record of knowledge and skills acquired through an organised placement in another European country that allows participants to demonstrate these clearly and easily to employers across Europe. Applicant organisations may also wish to use the Europass CV or Language Passport. For further information see <http://europass.cedefop.europa.eu/en/home>.

A greater degree of accreditation and/or recognition which can be linked to the sector or education and training field concerned is more favourable. For staff, it is recommended that in addition to the Europass Mobility Certificate, participants have their learning recorded in their individual continuous professional development plans.

Where possible, the applicant organisation should also accredit the language skills participants acquire during their placement and preparation sessions.

Applicant organisations should also consider incorporating ECVET (European Credit transfer system for Vocational Education and Training) into the project. ECVET enables the skills that participants gain whilst abroad to be validated against the individual's learning outcomes in respect of the knowledge, skills and competences required to achieve a qualification. For more information on how to implement elements of ECVET in your project, you can access free help and support from our UK ECVET experts at www.ecvetexperts.org.uk. For further information on ECVET please go to www.ecvet-toolkit.eu/site/home.

This section should also outline the contractual arrangements with partners and the learning agreements with participants. There is a 5,000 character limit for each question in this section.

G. Preparation

G.1. Practical Arrangements

In this section you must identify how the practical and logistical elements of the project will be addressed. This includes, for example, travel, accommodation, insurance, the safety and protection of participants, visas, social security, mentoring, support and preparatory meetings with partners. The protection and safety of participants is a key feature of Erasmus+ so you should bear in mind the importance of having measures in place to address and ensure this and to safeguard any vulnerable learners.

You will also need to describe the practical and logistical support that participants will receive in advance of their placement, providing as much detail as possible with regards to who will arrange the participants' travel, insurance, visas (if applicable), and accommodation.

You should also specify any particular procedures to be followed, for example, collecting parental consent, conducting health and safety audits, medical checks, Disclosure and Barring Service (DBS) checks (formerly CRB checks) or the equivalent checks in Northern Ireland and Scotland. It is also essential that applicants detail how they will ensure that health and safety issues associated with work placements in another country are addressed. Where participants have specific needs applicants should address how these will be catered for. It is also important to detail which activities your partners will be responsible for and how you will cooperate and maintain communication. There is a 5,000 character limit for this section.

G.2. Project Management

You will need to describe in detail the management of the project as well as addressing quality and management issues. VET organisations that plan to organise mobility activities for VET learners and staff must organise their activities in line with the principles and criteria set out in the European Quality Charter for Mobility. More information on this can be found at http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm.

You will need to demonstrate that they have, or will put in place, effective processes to manage the project funding in a transparent and accountable manner. This is very important in evidencing the capacity of the applicant organisation to manage the project. It is strongly recommended that the applicant describes the administrative and financial structures across the partnership and provides a detailed work plan as an annex to the application form. This should include a comprehensive timetable for the project, and identification of the people responsible for each task. If the applicant has previously managed a similar project in the past i.e. under the Lifelong Learning Programme,

they can use examples from this to demonstrate that a structured programme of activity can be delivered.

Applicants will need to detail how they plan to address quality and management issues such as setting up partner agreements and participant learning agreements.

There is a 5,000 character limit for this section.

G.3. Preparation of Participants

You will be responsible for ensuring that your participants are fully prepared before they go on their placement abroad. Within your application, you will need to describe the pedagogical, cultural and linguistic preparation that learners and staff will receive to ensure that they will be ready to live and work in a different environment and in a different country.

You should ensure any linguistic or cultural preparation is relevant and appropriate to the vocational course/apprenticeship as well as proportional to the length of placement.

It is important to note that VET learners undertaking a mobility activity lasting one month (30 days excluding travel) or longer are eligible to receive linguistic support prior to departure or during the mobility activity.

The European Commission plans to make available an online service for VET learners with a placement duration of one month or more to assess their competence in the language they will use to carry out their traineeship abroad. This service will offer participants the possibility to improve their knowledge of the host country's language before and/or during the mobility period. This online linguistic support is scheduled to be available during the course of 2015 (subject to confirmation from the European Commission). In the initial stages of the Programme, the online assessment and courses will not be provided in all EU languages and language courses may not be available for all participants requesting them. As soon as the online linguistic service is available, further details will be made available on the UK and European Commission Erasmus+ websites.

If the tool is not available, the National Agency will award additional funding of a unit cost €150 per participant to cover linguistic preparation. For languages not covered by the European Commission's service, linguistic support must be arranged by the participating organisations in the VET mobility project; a specific grant for "linguistic support" may be provided for that purpose. Furthermore, organisations involved in a VET mobility project can use the "organisational support" grant to address the needs of participants in terms of pedagogical, intercultural or specific linguistic preparation (for more information see the budget section below as well as the 'funding rules' section in part B of the Programme Guide, page 56).

If the working language of the placement itself is English, applicants are still required to describe what linguistic training will be undertaken as all participants should have a basic knowledge of day-to-day vocabulary in the language of the host country.

Thorough linguistic and cultural preparation will help participants integrate into their new environment abroad and to socialise with the local community. As such, the preparation should equip participants effectively for the professional and social aspects of the placement. This is particularly important as participants who are well prepared are less likely to withdraw during their placement.

It is important that preparation is relevant to the target group and that it takes place in the UK prior to the participants' departure. If any preparation activities are subsequently continued during the placement, this should be additional and should, as far as possible, take place outside of working hours. You should clearly indicate which organisations will be responsible for preparation activities.

H. Main Activities

This section is split into 4 sub-sections. There is a 5,000 character limit for each sub-section.

Applicants need to outline the activities they plan to organise, ensuring that they are relevant and realistic, and describe the role of each partner. Applicants, where applicable, must outline how they intend to co-operate and communicate with partners and other stakeholders, which is essential if you plan to run the project as part of a consortium. Applicants will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement and who will be responsible for monitoring their work.

You should ensure that your project activities are consistent with the project's overall objectives and enable the participants to reach their required learning outcomes. You may find it useful to provide a sample programme for your learners so it is clear what activities will be undertaken as part of the mobility – this can be annexed to your application form.

The proposed mobility activity **must** have greater potential value than similar training offered in the UK and **should** contribute to increasing the EU dimension of the applicant organisation.

Justification for accompanying persons should also be given here. **Please bear in mind that you must include accompanying persons for VET learner mobility projects.** Please see pages 3-4 of this guide for more information on accompanying persons.

H.1. Activities' Details

Applicants will need to enter all activities or "flows" for their project here. Each mobility activity must be completed by detailing the activity type (staff training abroad, teaching/training assignments abroad, VET learners traineeships in companies or VET learners traineeships in vocational institutes abroad). For VET learners traineeships you must indicate whether each activity is a long-term activity by selecting 'Yes' or 'No' from the drop down menu. A long-term activity is classed as two months (61 days) or over.

If you are applying for more than one type of target group within the same application you should click the 'Add Activity' button then enter the relevant information as explained above.

Flows to different destinations, or for different durations but for the same activity type, should be added under the same activity number (A1, A2 etc.) but added individually by using the '+' and '-' buttons. The total number of participants for this activity type (from all flows) will then be automatically calculated underneath each activity.

Each individual flow (to a different destination or for a different duration) under each activity must be entered. You will need to ensure that the country of origin is always the United Kingdom and that the country of destination is eligible for this action type. **Funding is only available for you to send learners/staff based in the UK.** For further details regarding eligible participating countries for Key Action 1 please see page 6 of this guide.

The distance band should cover the entire journey, from the UK point of origin to the specific venue of activity. Applicants must use the European Commission's distance calculator tool to calculate the appropriate distance band: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

If this activity is a short-term activity (less than 2 months) then you will only be able to fill in the 'Total Duration Excluding Travel (Days)' field. If you have selected that this is a long-term activity, then you will need to fill the 'Duration (full months)' box. You only need to fill the 'Duration (extra days)' box if you need to, for example if participants will be travelling for 2 months and 10 days. If you require any travel days, i.e. a day either side of the mobility to be used for travelling so as not to affect the length of the mobility itself, you can enter these in the 'Travel Days' box'. A maximum of two days can be added to each mobility for travelling.

Next, you need to enter the total number of participants for this flow. Out of the total number of participants for each flow applicants must detail, where applicable, the number of participants with special needs, the number of apprentices, the number of participants with fewer opportunities and the number of accompanying persons (the numbers identified here must add up to the total number of participants identified for the activity). This table feeds directly into section J. Budget and if it is not completed correctly then the project budget may not be calculated correctly.

If an activity has been entered in error you can delete the information using the 'Remove Activity' button. Please note that this will only delete the most recently entered activity, so to avoid re-entering information you should try to ensure that your activities and flows are finalised before completing the application form.

H.1.1. Summary of Activities and Participants

This is a pre-filled table with information pulled from section H.1 of the application. It provides an overview of all activity types associated with the application.

I. Follow-up

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

I.1. Impact

You will need to detail the impact of the project at participant, sending and hosting organisation and target group levels as well as at the local, national and European/international levels. Applicants should illustrate a clear match between the training activities and the participants' training needs, as well as detail the impact on both the participants' professional and personal development. There are two questions in this section with a 5,000 character limit for each question.

I.2. Dissemination of projects' results

Dissemination is a vital feature of the Erasmus+ programme and you need to explain in this section the dissemination strategy for your project, including the activities to be undertaken and the relevant target groups. This strategy should be clear and realistic and should include follow-up activities to disseminate, use and share the results or best practice cited following the activity. Dissemination should take place both within the applicant organisation and to other organisations at sectorial, regional, national and transnational level. You should also include information on the target groups for the dissemination activities.

There is a 5,000 character limit for this question.

I.3. Evaluation

You need to detail the evaluation activities which will be undertaken to ascertain if the project reached its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes outlined in Section G.2. Evaluation should also consider whether the impact expected from the project has been achieved, whether the mobilities themselves met the participants' needs and how you can improve on current or future mobility projects.

There is a 5,000 character limit for this question.

J. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. When applying for a Key Action 1 project for VET learners and staff you are eligible to receive funding for the following cost headings on a per participant basis:

- Travel
- Individual Support
- Organisational Support
- Linguistic Support
- Special Needs Support
- Exceptional Costs

We recommend that you check your budget thoroughly before submitting the eForm.

When completing the budget section of the eForm it is important to note that automatic calculations only take place when you press the ‘Validate’ button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the Validate button on each of the budget pages as you go through the eForm.

The European Commission’s technical guidelines contain more detailed technical advice and guidance on completing the budget section of the eForm, and you may find it helpful to refer to pages 21 to 26 of this document as you complete section J. of the eForm. The technical guidelines can be downloaded from the UK website at <https://www.erasmusplus.org.uk/key-resources>.

Please see the Erasmus+ Programme Guide, pages 55 to 58, for the funding rules for Key Action 1 Mobility projects for VET learners and staff and unit cost amounts.

Most fields of the budget section fill automatically from the details of your activities.

J.1. Travel

This is a contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return. Travel is based on the distance travelled for each participant and is defined as the cost of the entire journey (including airport transfers) from the UK point of origin to the specific venue of activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. All fields in this section of the budget will be automatically populated from the details you entered in the H.1 Activities’ Details section. Please note that the ‘travel distance’ measures the distance for a *one-way journey* but the travel costs have been calculated for a *return journey*.

The distance bands are set out below:

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------|
| Travel distance between: | Amount per participant, for travel costs from their place of origin to the venue of the activity and return |
|--------------------------|-------------------------------------------------------------------------------------------------------------|

| | |
|----------------|-------|
| 0 - 99 km | €0 |
| 100 - 499 km | €180 |
| 500 - 1999 km | €275 |
| 2000 - 2999 km | €360 |
| 3000 - 3999 km | €530 |
| 4000 - 7999 km | €820 |
| 8000 km + | €1100 |

J.2. Individual Support

Individual support refers to the day-to-day living costs incurred by participants, including accompanying persons, during the mobility activity. This includes accommodation, food and insurance, as well as local travel to and from the venue of the placement in the host country. Individual support is calculated on a unit cost basis as detailed on page 58 of the Programme Guide and will be payable according to the country of destination, the duration of the activity and the activity type (VET learners or staff).

Individual Support will be calculated as follows:

VET learners and staff:

- up to the 14th day of activity: maximum allowance per day per participant.
- between the 15th and 60th day of activity: 70% of maximum allowance per day per participant.

VET learners only:

- between the 61st day of activity and up to 12 months: 50% of maximum allowance per day per participant.

Individual support rates are set by each National Agency within the range given by the European Commission in the Programme Guide. For projects led by UK applicants the rates are set out in the table below:

| Receiving Country | Learner Mobility (maximum allowance per day per participant) | Staff Mobility or Accompanying Persons (maximum allowance per day per participant) |
|-------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|
|-------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|

| | 1-14 days | 15-60 days | 61-365 days | 1-14 days | 15-60 days |
|----------------------------------------------|-----------|------------|-------------|-----------|------------|
| Belgium | €92 | €64.40 | €46 | €140 | €98 |
| Bulgaria | €92 | €64.40 | €46 | €140 | €98 |
| Czech Republic | €92 | €64.40 | €46 | €140 | €98 |
| Denmark | €108 | €75.60 | €54 | €160 | €112 |
| Germany | €84 | €58.80 | €42 | €120 | €84 |
| Estonia | €72 | €50.40 | €36 | €100 | €70 |
| Ireland | €100 | €70.00 | €50 | €160 | €112 |
| Greece | €88 | €61.60 | €44 | €140 | €98 |
| Spain | €84 | €58.80 | €42 | €120 | €84 |
| France | €100 | €70.00 | €50 | €140 | €98 |
| Croatia | €72 | €50.40 | €36 | €100 | €70 |
| Italy | €92 | €64.40 | €46 | €140 | €98 |
| Cyprus | €96 | €67.20 | €48 | €140 | €98 |
| Latvia | €84 | €58.80 | €42 | €120 | €84 |
| Lithuania | €72 | €50.40 | €36 | €100 | €70 |
| Luxembourg | €96 | €67.20 | €48 | €140 | €98 |
| Hungary | €88 | €61.60 | €44 | €140 | €98 |
| Malta | €84 | €58.80 | €42 | €120 | €84 |
| Netherlands | €104 | €72.80 | €52 | €160 | €112 |
| Austria | €92 | €64.40 | €46 | €140 | €98 |
| Poland | €88 | €61.60 | €44 | €140 | €98 |
| Portugal | €80 | €56.00 | €40 | €120 | €84 |
| Romania | €88 | €61.60 | €44 | €140 | €98 |
| Slovenia | €72 | €50.40 | €36 | €100 | €70 |
| Slovakia | €84 | €58.80 | €42 | €120 | €84 |
| Finland | €96 | €67.20 | €48 | €140 | €98 |
| Sweden | €104 | €72.80 | €52 | €160 | €112 |
| United Kingdom | €112 | €78.40 | €56 | €160 | €112 |
| former Yugoslav Republic of Macedonia | €84 | €58.80 | €42 | €120 | €84 |
| Iceland | €100 | €70.00 | €50 | €140 | €98 |

| | | | | | |
|---------------|-----|--------|-----|------|-----|
| Liechtenstein | €88 | €61.60 | €44 | €140 | €98 |
| Norway | €88 | €61.60 | €44 | €140 | €98 |
| Turkey | €88 | €61.60 | €44 | €140 | €98 |

The table in the application form will be pre-filled from section H.1. Activities' Details. If anything needs to be changed here you must return to section H.1 to make any alterations.

J.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes. If you have short-term mobilities (of less than 1 month) for which you cannot claim linguistic support, you can use funds from Organisational Support to cover any costs for linguistic preparation of participants. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements.

Payments to any UK intermediary organisations for management fees should be paid out of this cost heading. Organisational support is calculated on a unit cost basis as follows:

- €350 per participant for up to 100 participants
- €200 per participant for any additional participants (above 100 participants)

The table in the application form will be pre-filled with the number of participants (excluding accompanying persons) from section H.1. Activities' Details.

Linguistic Support

This section will only be available to fill in if you have described any activities in section H.1 as 'long-term'.

Unit cost funding is available for the linguistic support offered to participants prior to departure or during the activity. Mobilities are separated out into three strands, each with its own specific linguistic requirements and unit costs. These are as follows:

| Placement Description | Requirement | Unit Cost |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Placements lasting between 1 and 12 months in duration using either German, English, Spanish, French or Italian | Participants are required to use the online linguistic assessment tool as provided by the European | No unit cost is payable here as participants are required to use the European Commission's linguistic assessment tool. Funding from |

| | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Group 1). | Commission. | 'Organisational Support' should be used to absorb any additional costs incurred. We are awaiting confirmation from the European Commission that the online linguistic assessment tool will be available to use. If it is not available a €150 unit cost per participant is payable to cover the required linguistic element. |
| Placements lasting between 1 and 12 months in duration not using German, English, Spanish, French or Italian (Group 2). | N/A | €150 unit cost per participant is payable to cover the required linguistic element. |
| Placements less than 1 month in duration in any language (Group 3). | No additional linguistic preparation (outside of that to be provided as part of the organisational support) is required and no funding is provided. | No unit cost is payable here and funding from 'Organisational Support' should be used to absorb any costs incurred. |

To calculate linguistic funding correctly, you will need to manually enter the total number of participants across all flows which fall into either Group 1 or Group 2.

J.4. Special Needs Support

Special needs support refers to any costs directly relating to project participants with a disability or other specific needs for which additional costs will be incurred. A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

Special needs support is calculated on an actual cost basis and will be assessed on a case-by-case basis. The individual situation should be described and any particular needs and extra costs must be detailed in the application form.

Using the '+' button, applicants can add the activity number in which the participant(s) requiring special needs support is taking part – this will populate the Activity Type field. You need to enter the number of participants with special needs for this activity type, which should match the number

entered in section H.1 Activities' Details. If this does not match, the form will not validate correctly, therefore make sure there is consistency between the information entered here and at section H.1.

The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount being requested.

Applicants should use the further comments box below the budget tables to include any comments or justification in support of the grant requested.

J.5. Exceptional Costs

Exceptional costs refer to any costs incurred to directly support the participation of learners with fewer opportunities, or to costs for providing a financial guarantee if the UK National Agency asks for it. Please see page 22 of this guide for information relating to participants with fewer opportunities.

Using the '+' button, applicants can add the activity number in which the participant(s) requiring exceptional costs are taking part to populate the Activity Type field. You need to enter the number of participants with fewer opportunities, which again should match the number entered in section H.1 Activities' Details. The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount of exceptional costs being requested.

You should bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

K. Project Summary

Please provide a short summary of your proposed project. As you develop your summary, please bear in mind that it may be used by the European Commission, the UK National Agency and other agencies for publicity purposes and will be published on the Erasmus+ dissemination platform. Your summary should include at least:

- Context/background of project
- objectives of your project
- number and profile of participants
- description of activities
- methodology to be used in carrying out the project
- a short description of the results and impact envisaged
- the potential longer term benefits

K.1. Summary of participating organisations

This is a pre-populated table based on information taken from earlier sections of the form. Please check carefully before validating.

K.2. Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for the project.

An additional table is then populated below for costs relating to organisational support and, if required for the project, linguistic support.

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary.

K.2.1. Project Total Grant

This pre-populated table contains the total grant calculated for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application as the amount shown in this section is the total grant requested.

Please be aware that if you are successful, the UK National Agency is unable to award you more than you have requested.

L. Checklist

Before submitting your application, please make sure that it fulfils the requirements listed below:

- You have used the official Key Action 1 application form.
- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
- The application form is submitted to the National Agency of the country in which your organisation is established.
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:

- the **Declaration of Honour** signed by the legal representative identified in section C.1.4. of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
- the **mandates** of **each** UK partner to the applicant signed by both parties. The mandate template which must be used can be downloaded from <https://www.erasmusplus.org.uk/apply-for-vet-learner-and-staff-mobility-funding>. Please note the below when preparing mandates:
 - the legal signatory named on the partner mandate must be the person who signs the document;
 - partner mandates must be signed (original signatures) in the relevant place as indicated on the mandate template. The UK National Agency will not accept signatures on a different page.
 - partner mandates must be legible.
 - the partner's name on the partner mandate must match the name included on the Participant Portal. The UK National Agency will not accept any spelling errors in names.
- All participating organisations have uploaded the documents to give **proof of legal status** in the Participant Portal (for more details, see the section "Proof of Legal Status and Financial Capacity" in Part C, page 232 of the Programme Guide).
- For grants exceeding 60 000 euro, you have uploaded the documents to give **proof of financial capacity** in the participants' portal (for more details, see the section "Selection Criteria" in Part C, page 235 of the Programme Guide). This is not applicable if the applicant is a public body or an international organisation.
- You are complying with the deadline published in the Programme Guide.
- The project start date is **1 June 2015**.
- You have saved or printed a copy of the completed form for yourself.

M. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found:

<https://erasmusplus.org.uk/privacy-statement>

N. Declaration of Honour

This is your organisation's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in the application form.

The legal representative who signs the Declaration of Honour needs to be aware that any administrative and financial penalties may be imposed on the organisation they represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID and organisation stamp are not required in the UK for VET applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour, signed by the legal representative, will result in your application being ineligible.

O. Annexes

The following documents need to be annexed to the application form:

- The Declaration of Honour signed by the legal representative mentioned in the application.
- The mandates of each partner to the applicant signed by both parties, where available (see page 5 for further information and requirements);

Applicants need to ensure that all documents specified in the checklist (see section L) are submitted electronically with the application. To attach documents, click the 'add' button on the right hand side of the box displayed. This will then open up an additional window which will allow you to browse files on your computer and upload.

We would recommend that multiple documents such as partner mandate forms are scanned into a single file. The total size of the documents must not exceed 5MB, otherwise the application will fail to submit properly (producing an 'ERR-06' submission code – see section P below for more details).

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application, no other files will be accepted. A file which has been added in error can be removed by clicking the 'Remove' button which replaces the 'Add' button on the right hand side of the table once a document has been added.

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to erasmusplus@uk.ecorys.com clearly stating which application form they relate to and your organisation's details.

P. Submission

P.1. Data Validation

You must ensure that you are connected to the internet and have validated all sections of the application by clicking the 'Validate' button.

P.2. Standard Submission Procedure

You should only submit an application form once you are happy with the finalised version. Applicants need to ensure that they are connected to the internet in order to submit their completed application. Applicants should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

To submit the form applicants should click the 'Submit Online' button. The UK National Agency advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with submission.

When you click the 'Submit Online' button the submission attempt will be recorded in the Submission Summary table. If it has been successfully submitted it will say 'Online submission' under Event and 'OK' and the submission ID under Status. If there is any technical issue preventing the form from being submitted it will say 'Error' under Status. If this happens and you are unable to submit the form you should follow the Alternative Submission Procedure.

Issues identified when validating the form and not resolved are not classed as a technical issue. Applications must be submitted online by the deadline: **11am (GMT) on Wednesday 4 March 2015**. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, **the application form will be made ineligible**.

P.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**.

Please note: if your error message says one or more fields has been completed incorrectly, this is **not** a technical error.

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email the UK National Agency at erasmusplus@uk.ecorys.com with a copy of the application, any annexes and the screenshot within 2 hours of the application deadline (i.e. by 1pm UK time). In the subject line of the email please put: Key Action 1 application form – [insert here the name of your organisation].

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If either of the following 3 'Statuses' appear in 'Submission Summary' your application won't be accepted under the Alternative Submission Procedure:

1. **ERR-01** as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.
2. **ERR-06** as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
3. **Unknown** as this means that the eForm was not submitted and no submission attempts were made.

P.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

P.5. Form Printing

The UK National Agency advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm do not need to be posted to the UK National Agency.

After submitting your application

Once you have submitted your application you will receive an acknowledgement email.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest-scoring applications are selected, based on the budget available.

Applicants will be informed of the outcome by email and grant agreements will be issued to successful applicants.