

In this briefing sheet, we consider elements of the **Application Form** that need to be considered when assessing a KA1 mobility application in VET, School and Adult Education. A separate briefing sheet exists for International Credit Mobility in the field of Higher Education.



| Section of the Application Form: | Core Content: | RELEVANCE | DESIGN | IMPACT-DISSEMINATION |
|----------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|
| ☞ Context | Title; Start Date; End Date; Duration; NA; Language | | <input checked="" type="checkbox"/> | |
| ☞ Participating Organisation(s) | Consortium Application (yes/no); Applicant Organisation (OID; profile; associated persons; background, experience and key persons); Consortium Member Details - where applicable (OID; profile; associated persons; background, experience and key persons); | <input checked="" type="checkbox"/> | | |
| ☞ European Development Plan | Needs and Goals in the Area of European Mobility and Cooperation; Improvement Plans (e.g. staff/management competences; teaching and training content, methods and tools; key competences of staff and learners; sustainable cross-border cooperation); Relevant Topics. | <input checked="" type="checkbox"/> | | |
| ☞ Project Management | Cooperation and Communication Arrangements; Practical and Logistical Matters (e.g. travel, accommodation, insurance, participant safety, visas, social security). | | <input checked="" type="checkbox"/> | |
| ☞ Activities | List of Activities (mobility flows); Organisational Support (numbers); Description of Activities (summary; timing; contribution to European Development Plan and integration of acquired competences and experiences; role and contribution of host and intermediary partners). Objectives; Partner Identification/Selection; Topics Addressed; Justification for Advance Planning Visits (VET only) | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ☞ Participants | Participants' Profile (background and needs; selection); Learner Numbers (where targeted); Staff Numbers (where targeted); Preparation, Monitoring and Support (task-related, intercultural and/or linguistic preparation; monitoring, mentoring and support; learning outcomes and assessment; use of European recognition tools). | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ☞ Special Costs | Special Needs Support (description, justification and costs); Exceptional Costs (description, justification and costs). | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ☞ Follow-up | Expected Impact on Participating Organisations and Target Groups; Desired Wider Impact; Dissemination and Evaluation Plans. | | | <input checked="" type="checkbox"/> |
| ☞ Budget Summary | Budget data (e.g. travel, individual support, linguistic support) | | <input checked="" type="checkbox"/> | |
| ☞ Project Summary | Short summary (overview text; participating organisations; budget) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Key Action 1:
Individual Mobility

WHERE TO LOOK

VET, School and
Adult Education

In addition to the application form, it is important to review descriptions in the Erasmus+ Programme Guide (Version 1, 2020): in particular, the KA1 outline (pages 29-32), and additional information on mobility projects in the fields of VET, School and Adult Education (pages 276-285).