

Application template – Call 2018

KA1 - Learning Mobility of Individuals
KA109 - Vocational Education and Training Mobility Charter

DISCLAIMER



This document represents a template of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advice check the questions carefully when filling in real application.

Guidelines

Please have a look at the following information about the accreditation application:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign:  this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage. Under the Submission Summary page, you can access information about all submissions you made with this application form.
- You can find more information in the <http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms>
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details [here](http://ec.europa.eu/programmes/erasmus-plus/contact).

The application consists of the following main sections:

- **Context:** This section asks about the National Agency that will receive, assess and decide on your request for accreditation.
- **Consortium Summary:** This section asks for a summary of your mobility consortium.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other organisations involved.

All organisations included in the application, whether they act as applicant or consortium members, need to be registered in order to receive a Participant Identification Code (PIC) through the Participant Portal. <http://ec.europa.eu/education/participants/portal>

The PIC is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register



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again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.

- **Internationalisation Strategy:** This section asks for the strategy for implementation of cooperation and networking projects at international level during at least the next five years.
- **Past activities:** This section asks for information and relevant contract numbers and titles about the mandatory 3 completed VET mobility projects completed under the Lifelong Learning Programme or Erasmus+.
- **Project management:** this section asks how management issues in mobility activities will be addressed.
- **Participants:** this section asks about practical arrangements, selection and preparation, monitoring and support of Participants.
- **Outcomes:** this section asks about learning outcomes and the impact of the past mobility projects on the organisations involved.
- **Follow-up:** this section asks about dissemination of project results, impact and quality management and evaluation.
- **Future developments:** This section asks for your five year mobility plan and any new developments foreseen
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.

Context

Please note that the validity of the requested accreditation will be from Call 2018 to Call 2020.

Programme	Erasmus+
Action Type	Vocational Education and Training Mobility Charter
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	
Language used to fill in the form	

National Agency of the Applicant Organisation

Please choose the National Agency in the country where your consortium is based.

National Agency of the Applicant Organisation	
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For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

Please note, the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal. <http://ec.europa.eu/education/participants/portal>

Participating Organisations

(Role of Organisation)

Are you applying on behalf of a consortium?

Yes/No]

Role	<i>Applicant or Consortium Member</i>
PIC	
Legal name (National language)	<i>Prefilled after entered the PIC</i>
Legal name	<i>Prefilled after entered the PIC</i>
Acronym	<i>Prefilled after entered the PIC</i>
National ID (if applicable)	<i>Prefilled after entered the PIC</i>
Department (if applicable)	<i>Prefilled after entered the PIC</i>
Address	<i>Prefilled after entered the PIC</i>
Country	<i>Prefilled after entered the PIC</i>
P.O. Box	<i>Prefilled after entered the PIC</i>
Postal Code	<i>Prefilled after entered the PIC</i>
CEDEX	<i>Prefilled after entered the PIC</i>
City	<i>Prefilled after entered the PIC</i>
Website	<i>Prefilled after entered the PIC</i>
Email	
Telephone	<i>Prefilled after entered the PIC</i>
Fax	<i>Prefilled after entered the PIC</i>



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Profile

Type of Organisation	
Is your organisation a public body?]	<i>Prefilled after entered the PIC</i>
Is your organisation a non-profit?	<i>Prefilled after entered the PIC</i>

Associated Person (Organisation Name)

Role	LR – Legal Representative CP – Contact Person
Preferred Contact <i>(Only one contact person can be “Preferred Contact”. If “YES” set then the flag will be switched off for all others contact persons)</i>	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

Same Address as Organisation

Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	

Background and Experience

[If “Role of Organisation” = “Applicant Organisation”]

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects.

[If “Role of Organisation” = “Consortium Member”]

Please briefly present the organisation, including information on its aims, target groups, regular activities and other relevant aspects.

[Max 5000 characters]

[If “Role of Organisation” = “Applicant Organisation”]

What are the activities and experience of your organisation in the areas relevant to future participation in the Erasmus+ programme?

[If “Role of Organisation” = “Consortium Member”]

What are the activities and experience of the organisation in the areas relevant for this consortium?

[Max 5000 characters]

[If “Role of Organisation” = “Applicant Organisation”]

Please give information on the human resources of your organisation (i.e. staff and volunteers and whether they are part-time or fulltime), and describe the skills and expertise of the persons that will be involved in the future Erasmus+ activities, with specific regard to organising mobility activities. If possible, add any organisational diagrams or similar to highlight the human resource structures of your international activities.

[If “Role of Organisation” = “Consortium Member”]

What are the skills and expertise of key staff/persons of the organisation related to the purpose of this consortium? Describe if they are part-time or full-time. If possible add any organisational diagrams or similar to highlight the human resource structures of your international activities.

[Max 5000 characters]

[The next question and field are available if “Role of Organisation” = “Consortium Member”]

What is the role of the organisation within the consortium and how is the cooperation with other members going to be organised?

[Max 5000 characters]

[If “Role of Organisation” = “Applicant Organisation”]



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If your organisation has been awarded a previous accreditation (i.e. LDV Mobility Certificate), please enter its reference code.

[If "Role of Organisation" = "Consortium Member"]

If the organisation has been awarded a previous accreditation (i.e. LDV Mobility Certificate), please enter its reference code.

[Max 5000 characters] [Optional]

[If "Role of Organisation" = "Applicant Organisation"]

Does your organisation have its own funds to carry out mobility activities?

[If "Role of Organisation" = "Consortium Member"]

Does the organisation have its own funds to carry out mobility activities?

[Max 5000 characters]

[If "Role of Organisation" = "Applicant Organisation"]

If your organisation has its own funds, how are these funds used? (number of activities implemented and participants sent)

[If "Role of Organisation" = "Consortium Member"]

If the organisation has its own funds, how are these funds used? (number of activities implemented and participants sent)

[Max 5000 characters]

Internationalisation Strategy

This section shows the degree to which your organisation has integrated the objectives of the mobility projects into its general strategy and its capacity to adapt by building on past experiences.

Please describe in an attached document your organisation's European Internationalisation Strategy. The strategy should describe your plans for implementation of cooperation and networking projects at international level during at least the next five years, and explain how your organisation's plan to organise VET mobility activities will be a part of this strategy.



Past Activities

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” is Yes.]

Please make sure that your answers include information about each member of the consortium.

Please provide information about the last three VET mobility projects that your organisation has completed under the Lifelong Learning Programme and/or Erasmus+.

Project Number	
Project Title	

What was the average number of participants involved in these mobility projects per year?

Please describe the type and the target group of the activities mentioned above. Summarise the main outcomes of the past mobility activities, the satisfaction of the participants, the recognition of competences and the impact of those previous projects. If your organisation has experience in other types of mobility activities, please describe them.

[Max 5000 characters]

Project Management

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” in the “(Role of Organisation)” section is Yes.]

Please make sure that your answers include information about each member of the consortium.

Where relevant, please also describe possible changes and developments in your future practices.

How does your organisation address management issues in mobility activities (e.g. repartition of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework and recognition modalities)?

[Max 5000 characters]

How are the practical and logistic matters addressed in mobility activities carried out by your organisation (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory visits etc.)?

[Max 5000 characters]



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Participants

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” is Yes.]

Please make sure that your answers include information about each member of the consortium.

Where relevant, please also describe possible changes and developments in your future practices.

Practical Arrangements, Selection and Preparation of Participants

Please describe the selection procedure for participants in mobility activities. How will you ensure an open and transparent recruitment process?

[Max 5000 characters]

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Are the hosting partners involved in this preparation?

[Max 5000 characters]

Does your organisation involve or plan to involve participants who face situations that make their participation in the activities more difficult?

Yes/No]

[The next label and value are available if the answer to the above question is Yes.]

If so, please describe their profile and your approach to enabling them to participate, including how they will be involved and how you will support them.

[Max 5000 characters]

Monitoring and Support

How are the participants supervised during their mobility activity? Who monitors their work programme and progress and the overall quality of the training placement? Has your organisation put in place specific communication channels for this purpose?

[Max 5000 characters]

Which measures are put in place in order to support the participants during their mobility activity (e.g. support provided by a contact point, a mentor or an accompanying person)?

[Max 5000 characters]



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Outcomes

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” is Yes.]

Please make sure that your answers include information about each member of the consortium.

Where relevant, please also describe possible changes and developments in your future practices.

Learning Outcomes

How are the learning agreements with participants drafted and managed?

[Max 5000 characters]

Please describe your practices for recognition and validation.

- Which European or national instruments/certificates are used to recognise and validate the learning outcomes of participants?
- What are the assessment procedures to ensure the validation and recognition of the learning outcomes of the participants?
- Is the non-formal and informal experience also recognized? If yes, how?

[Max 5000 characters]

If your organisation applies or plans to apply ECVET in the recognition of participants' learning outcomes, please explain how Memoranda of Understanding will be established between the competent bodies.

[Max 5000 characters]

Achievements

What has been the impact of the past mobility projects on the organisations involved? What has been the impact outside the organisation at local, regional and/or national levels?

[Max 5000 characters]

Follow-up

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” is Yes.]

Please make sure that your answers include information about each member of the consortium.

Where relevant, please also describe possible changes and developments in your future practices.



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Dissemination of Project Results

Which activities does your organisation carry out in order to share the results of your mobility projects outside your organisation and partners? What are the target groups of your dissemination activities?

[Max 5000 characters]

Impact

Please state the potential impact of the VET Mobility Charter and its mobility activities on participants and participating organisations. In addition, show any impacts expected outside your own organisational structure at local, regional, national and/or European level.

[Max 5000 characters]

Quality Management and Evaluation

Which activities does your organisation carry out in order to assess whether, and to what extent, mobility activities have reached their objectives and desired results? How does your organisation evaluate the personal and professional development of participants following their mobility activity? What processes are put in place that will ensure quality improvement based on the results from the evaluation activities?

[Max 5000 characters]

Future Developments

[The next label is available if the answer to the question “Are you applying on behalf of a consortium?” is Yes.]

Please make sure that your answers include information about each member of the consortium.

How many mobilities do you plan to implement in the future years using funding granted under the VET Mobility Charter?

Year	Staff	Learners
First year		
Second year		
Third year		
Fourth year		
Fifth year		

In case you are also planning to organise mobilities funded by other national mobility schemes or own funds, please provide information about the sources of funding and the number of planned mobilities.



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[Max 5000 characters]

SAMPLE



Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 KB.

[Maximum total size of attachments: 10240 KB]

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please describe in an attached document your organisation's European Internationalisation Strategy. The strategy should describe your plans for implementation of cooperation and networking projects at international level during at least the next five years, and explain how your organisation's plan to organise VET mobility activities will be a part of this strategy.

The following text is available if the answer to the question "Are you applying on behalf of a consortium?" is Yes

Please include a European Internationalisation Strategy for each consortium member

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please attach any other relevant documents.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	



Declaration of Honour

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge.

I declare to be aware of the Erasmus+ quality standards included in the Erasmus Charter for Higher Education and that represent a reference for the accreditation process. The consortium undertakes to adhere to these standards at all times if the consortium I represent is accredited.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Checklist

Before submitting your application form to the National Agency, please make sure that

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established.
Currently selected NA is: *[code and name of NA]*.

Please also keep in mind the following:

The documents proving the legal status of the applicant and each consortium members must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").



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Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

I agree with the Data Protection Notice