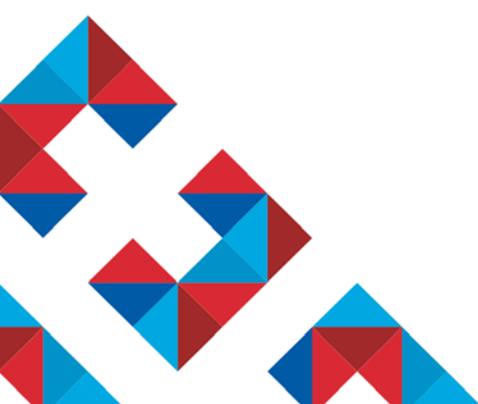


2015 KA1 Handbook

For VET and Adult Education Beneficiaries

Version 1: June 2015



Overview of changes to the handbook

This document is **version 1** of the 2015 Key Action 1 (KA1) Handbook for VET and Adult Education beneficiaries. If future versions of the Handbook are created, the table below will record an overview of changes made compared to previous versions:

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1. General Definitions

Erasmus+ Programme (E+):	A programme funded by the European Commission from 2014 to 2020, which offers a range of funding opportunities for UK organisations actively involved in delivering education, training, youth and sport activities.
Key Action 1 (KA1):	A strand of the Erasmus+ Programme which involves sending people to other participating programme countries to undertake work experience, job shadowing, training and teaching opportunities for staff and learners.
Grant Agreement:	A legally binding agreement issued by the UK NA to the promoter, which defines the roles and responsibilities of both parties.
Beneficiary:	Any organisation declaring its intention to submit a proposal for transnational cooperation in accordance with the established programme procedures. The applicant organisation becomes the grant beneficiary when the proposal is approved and then assumes overall responsibility for carrying out the project.
Sending Partner:	The organisation which selects participants to undertake a placement. They may be the beneficiary organisation or a partner in a national VET consortium.
Receiving Organisation:	The organisation responsible for receiving participants from abroad and offering them a study/ traineeship programme, a programme of training activities or benefitting from a teaching opportunity.
Participant:	Anyone who is sent to a host country other than their country of origin or that where they are employed, undergoing training or reside.
Accompanying Person:	A person who accompanies participants on placement. Such individuals are eligible for financial support under the programme. It should be noted that accompanying persons are not regarded as participants.
Legal Representative:	An individual person authorised within the beneficiary organisation to sign legally binding documents.
UK NA:	The Erasmus+ UK National Agency (The British Council in partnership with Ecorys UK)
Mobility Tool+:	The online management and reporting tool for all Erasmus+ beneficiaries.
Project:	This refers to the project in its entirety; including activities such as preparation, organisation and management, monitoring, evaluation, validation and dissemination.

Placement:	This refers only to the period of time a participant spends in another European country.
EU Survey:	This refers to an online platform through which participant questionnaires will be submitted.
Online Linguistic Support:	This refers to an online service for selected VET learners (undertaking a Mobility activity lasting 1 month+) assessing their competence in the language they will use to carry out their placement. The service will offer, where necessary, support to improve participants' language skills before/during their mobility period and will gradually be implemented throughout the course of the programme.
VALOR	A dissemination platform produced for E+ offering an overview of projects funded under the programme and highlighting best practices.

2. Introduction

The 2015 Key Action 1 (KA1) Handbook for Adult and Vocational Education and Training is designed to help UK beneficiaries with the management of their 2015 KA1 project. The information contained in this document aims to supplement that provided within your grant agreement, any additional annexes and the 2015 programme guide as well as acting as a quick reference point for common queries and procedures. Please ensure you refer to these documents regularly throughout the lifetime of your project to ensure you are managing your grant in accordance with programme rules.

In the UK, the National Agency is a partnership between the British Council and Ecorys UK. Each organisation manages a different part of the programme, with the British Council responsible for schools and higher education, Ecorys UK responsible for adult education and vocational education and training, and both organisations managing different aspects of youth funding. The UK NA aims to help UK organisations make the most of the opportunities provided by the programme as well as supporting beneficiaries once they have been successful in obtaining funding. We are responsible for receiving and selecting applications, for distributing grants, assisting beneficiaries during the project lifecycle and reporting on the results of the programme.

Please note that this document may be subject to change throughout the course of the programme. Changes will be recorded on page 2 of this document, and the most recent version will be found on our website <https://www.erasmusplus.org.uk/erasmus-grants>.

3. Background

3.1. The Erasmus+ Programme

The European Commission's Erasmus+ (E+) Programme offers a range of funding opportunities for UK organisations actively involved in delivering education and training. The programme aims to support the acquisition and use of knowledge, skills and qualifications to facilitate personal and professional development. The programme is made up of three key actions; learning mobility of individuals, cooperation for innovation and the exchange of good practices and support for policy reform as well as Jean Monet activities and Sport. These three key actions are separated out into five fields; higher education, vocational education and training, schools, adult education and youth.

3.2. Key Action 1

The KA1 strand of the E+ programme provides an exciting opportunity for organisations involved in vocational education and training (VET) and adult education (AE) to increase the expertise of their staff and develop the skills of their learners. Participants receive funding to go to another programme country to acquire new skills, training and work experience which is relevant to their chosen profession.

3.3. Participating Countries

The E+ Programme is open to organisations from both programme and partner countries. For KA1 projects, only partner organisations in programme countries are eligible to take part. These include:

- The 28 EU member states
- Non- EU Programme countries (Iceland, Liechtenstein, Norway, Turkey and the former Yugoslav Republic of Macedonia)
- "Overseas countries and territories" defined by Council Decision 2001/822/EC: Greenland, New Caledonia and Dependencies, French Polynesia, French Southern and Antarctic Territories, Wallis and Futuna Islands, Mayotte, St Pierre and Miquelon, Aruba, Netherlands Antilles.

E+ funding cannot be used to cover expenditure for placements in the UK and British Overseas Territories (Anguilla, Cayman Islands, Falkland Islands, South Georgia and Southern Sandwich Islands, Montserrat, Pitcairn, Saint Helena, Ascension Island, Tristan da Cunha, Turks and Caicos

Islands, Bermuda, Gibraltar, British Antarctic Territory, British Indian Ocean Territory and British Virgin Islands).

3.4. Target Groups

There are two main target groups for KA1; learner mobility and staff mobility. Both of these groups are eligible to take part in KA1 VET projects, however only staff mobilities are available for KA1 Adult Education projects.

VET Learners

Participants defined as VET Learners can be either apprentices or students from vocational training schools who then undertake a vocational training placement in another country for between 2 weeks (12 days, of which a minimum of 10 are working days) and 12 months. Their mobility activity is set within a quality framework which is agreed in advance of the placement by sending and receiving organisations. Their learning outcomes are formally recognised and validated at an institutional level with the course content and mobility period matched appropriately. This target group can also include graduates from VET schools or companies (for apprentices) so long as they undertake their placement within one year of finishing their VET training.

VET Staff

This target group allows the following activities:

- Staff from VET schools to teach at a partner VET school abroad;
- Staff from a VET enterprise or provide training at a partner VET organisation abroad, or;
- Staff from VET schools to undertake a work placement/ job shadowing/ observation period in an enterprise or any other VET organisation abroad.

The placement must be framed into a strategic approach of the participating organisation, responding to clearly identified staff development needs and ensure the learning outcomes are properly recognised and disseminated widely across the beneficiary organisation. These activities can last between 2 days and 2 months.

Adult Education Staff

This target group allows the following activities:

- Staff from adult education organisations to teach or provide training at a partner organisation abroad;
- Adult education staff to participate in a structured course or training event abroad, or;
- Adult education staff to participate in a job shadowing/ observation period abroad in any relevant organisation active in the field of adult education. Again, these placements can last between 2 days and 2 months.

3.5. Participants

Participants involved in a UK KA1 project must be:

- UK Nationals
- Nationals of a participating EU country enrolled in regular courses in schools, institutions of higher education or vocational training or in adult learning organisations in the UK, or employed in the UK.

To be eligible to take part in a KA1 project, participants must have the right to live and work within the UK. Should you have any queries regarding individual participants please seek advice from the UK border agency.

Please note, participants must not undertake placements in their country of origin and, in order to widen participation, beneficiaries should not send participants on multiple placements.

As the beneficiary organisation, it is your responsibility to ensure participants are eligible and meet the above requirements. The UK NA will validate participants at the end of the project and if they are found to be ineligible all associated costs will need to be refunded.

4. Contracting Process

Following the assessment and selection process, all successful beneficiary organisations are required to enter into a grant agreement with the UK NA. Each beneficiary will also be allocated a Project Officer within the UK NA who will be your principle point of contact for all issues relating to the administrative and financial management of your project.

Before commencing any funded project activity you must have a signed grant agreement with the UK NA.

4.1. Grant Agreements and Annexes

All successful beneficiary organisations must enter into a grant agreement with the UK NA. Dependant upon the type of project you have been funded for, you will receive a standard grant agreement and some or all of the following annexes:

Annex I and II: Description of the project & Estimated budget

This information has been taken from your original grant application, with corrections where necessary. The participant / accompanying person numbers, placement durations and destination countries are fixed and cannot be changed without approval from the NA. Any variances from the information in this annex may result in a full refund of the associated costs to the NA. Set budget amounts have been awarded for the respective target groups and these can only be amended in accordance with the budget transfer rules set out in Annex I.3.2. of your grant agreement. More information on budget transfers can be found in section 7 of this guide.

Annex III: Financial and contractual rules

This annex provides comprehensive information on the financial and contractual rules surrounding your grant agreement. There are two versions of this annex; one for single organisation beneficiaries and one for consortia beneficiaries. Please ensure you read this annex thoroughly. The UK NA has highlighted important sections of this annex where possible within the 2015 KA1 Handbook however as the beneficiary, it is your responsibility to read this information and ensure you are complicit. Failure to do so may result in you having to repay your grant to the UK NA.

Annex IV: VET learners learning agreement

Annex IV.I: ECVET learning agreement

These two documents are similar in that they record placement information for each individual participant. These documents should be completed for each VET learner who undertakes a placement as part of your approved project. They can then be used to record and validate the learning outcomes of the participants following their placement. The VET learning agreement should be used by all participants who take part in a project not using ECVET principles. The ECVET learning agreement should be used in all other instances.

Annex IV.II: ECVET memorandum of understanding

This annex is only applicable to VET learners and should be used in all instances. The document outlines the roles of each organisation and helps to ensure the project runs effectively and helps with recognising and validating learning outcomes.

Annex IV.III: VET Staff work programme

This document mirrors the VET learning agreement above, but is to be used for VET staff undertaking a placement. It should be used to outline the work placement activities then be signed by the participant, host and beneficiary organisation.

Annex IV.IV: Staff grant agreement

This document is to be used by both VET and adult education staff undertaking a work placement abroad as part of a KA1 project. It has provision for bank details and payment arrangements to be entered and should be signed by the participant as well as sending and receiving organisations.

Annex IV.V: VET quality commitment

This document should be provided to all VET participants in advance of their placement in order to establish the basic obligations of all organisations and participants involved in the project.

Annex V: Partner mandates

This annex contains the partner mandates from all European host partners included in the project as per the original grant application. European partners cannot be changed without prior approval from the NA; any variances from the information in this annex may result in a full refund of the associated costs to the NA.

Annex VI: List of other beneficiaries (UK consortium partners)

This annex is only for beneficiaries operating as part of UK consortium. This annex will contain a list of all the organisations involved in the consortium as per the original grant agreement. All

consortium partners must be identified within the grant application and as such, no changes can be made here. In order to be an eligible VET consortium, there must always be a minimum of three organisations active in the consortium.

4.2. Changes to Grant Agreements

Your 2015 KA1 project has been approved by the UK NA based on information you provided in your original grant application and which now forms part of your grant agreement. If you need to make any changes to this information, you will need to notify the UK NA immediately and before any changes are implemented.

You should note that the NA is not obliged to approve changes to your project and will only do so in exceptional circumstances. As such, you should not action any changes until you have received written confirmation from the UK NA (verbal agreements are not binding on either party). Should you proceed with these changes before receiving authorisation to do so, the UK NA has the right to request repayment of the corresponding part of your grant.

Any request for amendment must be received by the UK NA in good time and at least 1 month before the intended implementation of the changes in order to allow sufficient time for approval; the NA will respond to your request within 45 days of receiving all correct documentation. The UK NA is unable to process an amendment request during the last month of project activity in accordance with Commission guidance, therefore you should ensure that your project is on track and no changes need to be made in advance of this.

The NA considers the following requests to be significant and will require strong justification in order for them to be approved:

- Change to participant/ accompanying person flows;
- Change of European partner (VET only);
- Change to European destination country (Adult Education only).

Should you wish to request one of the above, you will need to submit a contract amendment request proforma which can be obtained from your NA Project Officer. This will allow you to provide a justification for the proposed amendment and lists the necessary supporting documents you will need to submit.

A change to your project's contact person, legal representative or to your organisation's bank details is not regarded as an amendment to your original grant application. Therefore should you need to make any of these changes, please notify your Project Officer who will provide you with further guidance.

4.3. Additional Funding

Additional funding for specific needs can be transferred from other parts of your project budget in accordance with Article 1.3.2; please see section 7 of the handbook for further information.

Additional funding rounds will be announced by the UK NA should any additional funds become available under the 2015 Call.

5. Management of your Project

5.1. Quality Assurance

The UK NA strives to ensure that only the highest quality applications are funded and to provide as much help and support as possible throughout your project lifetime. However, it is your overall responsibility to ensure the quality of the planned placements.

Annex IV.V of all VET contracts defines the quality commitment to training placements. This is based on the European Quality Charter for Mobility which has been approved by the European Parliament as a reference document for all people planning, providing or undertaking mobilities abroad. You should ensure that these principles are adhered to in the on-going organisation of your project and work placements.

You will be nominated a Project Officer at the UK NA following the notification of your success. During the course of your project you may be asked to provide key project milestones with clear dates. This information should be as accurate as possible as your Project Officer will use this to help monitor your project. You should make sure that you keep in regular contact with your Project Officer so that the UK NA is able to provide on-going help and guidance to ensure that your project is of the highest quality.

The UK NA will have measures in place to help guarantee the quality of placements. This includes providing relevant guidance documents for promoters which will be made available on the E+ website in the near future.

To confirm that all parties involved are committed to ensuring a high quality project is implemented, all roles and responsibilities need to be clearly agreed and outlined in contracts or partnership agreements.

Some areas for you and your partners to consider in implementing a high quality project include:

- Ensuring a strong and committed partnership is in place prior to project implementation.
- Ensuring that the recruitment and selection of participants is relevant, fair and transparent.
- Ensuring that the training content is relevant to the needs of participants as well as meeting the objectives of KA1.

- Ensuring that, where possible, training content is validated using an appropriate method, for example Europass or aspects of ECVET.
- Ensuring that there are clear and appropriate monitoring arrangements in place.
- Ensuring that you have clear management strategies in place, with appropriate personnel responsible for managing the project.
- Ensuring that participants are supported with relevant preparation prior to placement and practical support is available throughout the period of the project.

5.2. Roles and Responsibilities

The roles and responsibilities of the **beneficiary organisation** are to:

- Define the placement objectives with regard to the skills and competencies that participants will develop.
- Choose the appropriate target country, host organisation, project duration and placement content to achieve these objectives.
- Select participants on the basis of clearly defined and transparent criteria.
- Prepare participants in collaboration with partner organisations for the practical, professional and cultural aspects of the placement, in particular through language training tailored to meet their occupational needs.
- Establish a contract which includes a training agreement that is clear and transparent for all the parties involved.
- Manage the transport, accommodation, visa/work permit arrangements, social security cover and insurance (please see section 5.6 below for further clarification regarding insurance arrangements).
- Evaluate with each participant's personal and professional development achieved through participation in the E+ programme.
- Update the online reporting system 'Mobility Tool+' (Please see the Mobility Tool+ User Guide for further guidance on how to do this).

The joint roles and responsibilities of the **sending and host organisation** are to:

- Negotiate a tailor-made training programme for each participant.
- Agree the monitoring and mentoring arrangements.
- Implement agreed validation procedures to ensure recognition of skills and competencies acquired.
- Establish appropriate communication channels for all parties including participants.

- Evaluate the progress of the project on an on-going basis and take appropriate action if required.

The role and responsibilities of the **host organisation** is to:

- Foster an understanding of the culture and mentality of the host country.
- Assign tasks and responsibilities to the participants that match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
- Identify a tutor to monitor the participant's progress.
- Provide practical support if required.
- Guarantee appropriate work insurance cover for each participant.

Certain types of organisation are **not permitted to host placements**:

- European institutions (defined by the Commission as “social partners at Community level, European employers’ and trade union federations in specific sectors, as well as bodies and organisations with a European status or scope”).
- Organisations which manage Community programmes.
- UK national organisations (e.g. embassies, consulates, cultural institutes, regional and national representations).

The role and responsibilities of the **participant** is to:

- Comply with all arrangements negotiated for their placement and do their best to make the placement a success.
- Abide by the rules and regulations of the host organisation, including the normal working hours, code of conduct and rules of confidentiality.
- Communicate with the host organisation about any problems or changes regarding the placement.
- Submit an evaluation report in the specified format, together with any supporting documentation, at the end of the placement.

5.3. Health and Safety

Ensuring that participants are working in a safe and healthy environment is a contractual requirement of running a mobility placement. It is essential that you cover all aspects of participant's health and safety from the start of the project and throughout the participant's placement period.

The UK NA recommends that you follow your organisation's health and safety procedures and are fully aware of the health and safety procedures within the hosting organisation.

5.4. Risk Assessments

Risk assessments should be completed on host organisations, accommodation, travel arrangements and any other areas you deem appropriate. A good risk assessment will help avoid accidents, and aid the smooth running of the project. The UK NA recommends that you follow the risk assessment procedures used within your organisation. Further information on risk management and how to conduct a risk assessment can be found on the UK government's Health and Safety website here <http://www.hse.gov.uk/risk/>.

5.5. Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. Particularly when working with young people and/or vulnerable people it is important that you have safeguarding policies in place. This may mean that you have accompanying persons (who have been vetted as appropriate) to travel with young persons or vulnerable participants. Further information about safeguarding can be found on the UK government's Disclosure and Barring Service here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

5.6. Insurance

All participants qualifying under national legislation should apply for the European Health Insurance Card (EHIC), which entitles the holder to reduced costs and occasionally free healthcare in most European countries. Further details and EHIC application forms can be found at www.nhs.uk/ehic.

In addition, you should establish whether the host organisation has insurance that covers participants in the workplace during their placement. In cases where existing insurance does not provide this type of cover, you should ensure that additional insurance is taken out for the period of the activity.

5.7. Participant Withdrawals

It is important to ensure that you take all necessary steps to avoid participant withdrawals pre- or mid-placement. This includes:

- Managing expectations to ensure that your participants know exactly what to expect whilst on placement.
- Providing partners and host organisations with clear information regarding your participants so that both parties are aware of the proposed activities and intended outcomes.

- Ensuring that you have good quality selection plans in place to ensure that you have involved the correct participants. The information that you provide to participants at the start of the programme may influence their expectations, so it may be a good idea to hold interviews as part of the selection process in order to find out what they want to achieve from their placement.
- Preparing participants thoroughly for their placement linguistically, culturally and practically.

In instances of participants withdrawing pre-placement or mid-placement the standard procedure is that none of the costs for these participants would be covered by the UK NA, and you should seek to make claim through your insurance policy in the first instance. If a participant decides of their own accord to leave their placement early, without a valid reason, you must follow the terms of their participant contracts and attempt to recover any spent funds.

Participants are not able to reduce or extend the duration of their placement once it has commenced; this will also be considered a participant withdrawal.

Only in exceptional circumstances will the UK NA recognise the cause of withdrawal as *force majeure* and consider reimbursement of costs attributed to the withdrawal of participants. You are advised in these cases to contact your Project Officer to see if it is possible to submit a claim under one or more of the cost components within your grant agreement i.e. Organisational Support, Individual Support, Linguistic Support and/or Travel. If so, you must clearly explain in writing the reasons for the withdrawal. The UK NA will then assess your claim and determine whether it is justified by considering:

- Whether there is a genuine reason for the withdrawal;
- Whether you took reasonable steps to maintain the participant's involvement in the project; and
- Whether the costs are genuinely non-refundable (i.e. pre-booked accommodation).

Your Project Officer will inform you of the UK NA's decision, and what your next steps should be. If you are unable to demonstrate that reasonable steps were taken to avoid withdrawal, the UK NA reserves the right to request repayment of the corresponding part of the grant.

5.8. Mobility Tool+

The Mobility Tool+ is the online management and reporting system all beneficiaries must use to manage their KA1 project. This should be used to register participants and placement information as well as to monitor your budget expenditure, manage participant evaluation reports and to create and submit your beneficiary report to the UK NA. It is important that the Mobility Tool+ is kept up to

date at all stages of your project life cycle and that the information is accurate, particularly as the Mobility Tool+ will automatically send out Participant Reports for participants to complete at the end of their mobilities using the mobility dates entered on the tool.

For further information please refer to the 'Mobility Tool+ User Guide' in order to familiarise yourself with how to use the system.

5.9. Online Linguistic Support (OLS)

The Online Linguistic Support (OLS) is an online platform designed to support language learning for VET mobility participants by offering them the opportunity to assess their skills in a foreign language and, for selected participants, by providing an online language course to follow and improve their competence.

The OLS is available KA1 VET participants completing long-term mobility activities (from 1 to 12 months). With the exception of native speakers, it currently supports participants using English, French, German, Italian, Spanish or Dutch as their main language of instruction, work or study although other languages may become available.

The OLS consists of mandatory language assessments, which take place before and at the end of the mobility, and of an optional language course to be followed in between the two language assessments.

If you are eligible for OLS support, you will be allocated a number of assessment or course licences and will then be responsible for allocating these OLS access licences to your participants, allowing them to complete language assessments or courses.

For further information, please visit the OLS website www.erasmusplusols.eu or refer to the 'Online Linguistic Support User Guide'.

5.10. Validation

It is important that all placements are either formally or informally validated. Accreditation through a course of study is a favourable form of validation but other less formal methods are acceptable, such as certificates of achievement created by the host or beneficiary organisations. Formal methods of validation are as below and should be utilised where possible:

Europass

The UK NA recommends that all projects use Europass to validate the participants time on placement. Europass is a European wide initiative which aims to help individuals to present and document their skills and qualifications in a clear and transparent way throughout Europe. Europass consists of five documents which enables potential employers to understand which subject has been studied, what training has been completed and how much experience has been gained. For further information regarding Europass visit www.uknec.org.uk.

ECVET

You may also be in a position to implement elements of **ECVET** within your project. ECVET is a European credit transfer system designed for vocational education and training in Europe. The system aims to facilitate the validation, recognition and accumulation of work-related skills and knowledge acquired during a stay in another country or in different situations. You may be able to address elements of ECVET within your project if you plan to engage in any of the following:

- Produce a Memorandum of Understanding with your partner(s), which covers the assessment and validation of placements.
- Implement learner agreements which detail the proposed outcomes for the learner, as well as how these will be achieved and how they will be assessed and validated.
- Work with your partners to decide what work undertaken by participants on placement will count as a unit or credit of learning.
- Assess the learning that takes place during a placement.
- Plan for learners to have a personal transcript detailing the activities and achievements from their placement.

For more information on how you can implement elements of ECVET please see www.ecvet-team.eu.

In addition, E+ supports other EU transparency and recognition tools where relevant – in particular the European Qualifications Framework (EQF), the European Credit Transfer and Accumulation System (ECTS), the European Quality Assurance Reference Framework (EQAVET) and European Quality Assurance Register (EQAR). A common purpose of these tools is to ensure that skills and qualifications can be more easily recognised, within and across national borders, in all sub-systems of education and training as well as in the labour market.

Continuous Professional Development (CPD)

For staff, it is recommended that placements are validated as part of their Continuous Professional Development (CPD) plan within their home organisation.

Language Validation

The portfolio of Europass documents includes the Europass Language Passport, which provides a way of validating the skills gained on placement as well as adding information about other language training (either formal or informal) an individual may have received.

In addition CILT (The National Centre for Languages) provide information and links to a range of accreditation options including NVQ languages, asset languages and National Open College Network courses www.cilt.org.uk.

5.11. Evaluation

You should evaluate the performance of the project throughout the lifecycle and as soon as the project has finished in order to guarantee an accurate recall of events. To achieve a thorough evaluation all parties who had a role in the project, such as the host organisation and the participants, should be involved. A robust evaluation strategy will allow you to measure to what extent you have met the aims of the project and to identify areas where improvements can be made. It is also important to consider the longer-term impact that your project will have at the participant and organisational level.

You should circulate the results of the evaluation to appropriate personnel and senior management. The main benefit of a project evaluation will be to know whether your ideas have worked in practice and to identify the key improvements that need to be made in subsequent funding applications. You should take into account that once you have completed one mobility project, the external assessors will expect to see that the results of your evaluation taken into account in future applications.

Additionally, it is a contractual requirement for 100% of participants to complete and submit a questionnaire to evaluate their placement via the Mobility Tool+.

5.12. Dissemination

Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when, to whom and where disseminating results will take place.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place both during and after the funding period. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

Tangible results may include:

- an approach or a model of best practise used in another country;
- reports or studies;
- good practice guides or case studies;
- newsletters or information leaflets.

Intangible results may include for example:

- knowledge and experience gained by participants, learners or staff
- increased skills or achievements;
- improved cultural awareness;
- better language skills.

Dissemination is an essential part of all E+ funded projects and should raise awareness about your project and its activities as well as highlight the outcomes of the project. Participants, beneficiary organisations and host organisations should all be included within the projects dissemination activities.

For projects involving staff it is particularly important that participants individually disseminate their findings across both formal and informal networks upon their return from work placement. Good practice and lessons learnt should be implemented within participants' own organisations and through wider local, regional, national and/or European networks.

Projects which have good results on a participant level and on a wider scale may be used as case studies on the E+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information but also photographic evidence and/or videos of the participants on placement.

VALOR

A new dissemination platform, VALOR, is being produced for E+ which will offer a comprehensive overview of projects funded under the programme and will highlight best practices. VALOR will serve as a useful tool in disseminating the outcomes of your project and will make available any tangible resources, products, deliverables and outputs which have resulted from funded projects.

When the platform becomes available you will be able to publish your project summary, and during the lifetime of your project you will be encouraged to update the platform with your project outcomes and results where relevant.

Erasmus+ Logo

You must use the European Commission's E+ logo and associated wording for any project outputs and promotional materials and publicly acknowledge the support received from the European Union. Templates and branding guidelines for E+ in the UK are available on the following page: <https://www.erasmusplus.org.uk/key-resources#logo>.

6. National Agency Monitoring Activities

You are accountable to the UK NA for the implementation of the project, for the use of funds received and for the subsistence amounts paid to participants. You must therefore ensure that appropriate reporting and monitoring procedures are put in place. Project monitoring should involve checking the financial performance and general performance of the project against the objectives set out in the application. You must gather and retain all necessary information and documentary evidence to demonstrate clear and transparent management of the project as this may be inspected by the European Commission. For further information on financial management see Section 7.

For your project to be successful it is important to monitor it throughout its lifetime and to measure its effectiveness after it has ended. You will already have identified the need for the project and so its implementation will be important to you as a way of achieving your objectives. Monitoring will also allow you to identify any problems early on so that you can take action to correct any issues.

6.1. Monitoring Calls

The UK NA will undertake quarterly monitoring calls to a sample of projects to collect information about project progress and to address any issues that may have arisen. If your project is selected, your Project Officer will schedule these calls with you throughout the lifetime of your project.

6.2. Audits, Checks & Monitoring Visits

The NA is also required by the European Commission to undertake audit and monitoring visits to a representative sample of organisations each year to ensure that their management of the E+ Programme is satisfactory and within the terms of the grant agreement.

There are four types of visit which can be undertaken by the NA or other agencies:

1. Monitoring Visits (NA only)
2. On the Spot Checks (NA only)
3. Systems Checks (NA only)
4. Audit Visits (NA or other agencies)

At the end of a visit you will receive a feedback report and the opportunity to provide missing information. The NA will give formal feedback in the form of a draft visit report, taking into account any initial comments from the promoter, within 30 days of the visit. You will have 30 days within which to respond to the draft report during which time the NA will accept missing information or

other explanations as necessary. The final version of the Monitoring Visit report will be sent to you within two months of the visit.

Monitoring Visits

The UK NA may visit your organisation during the project's lifetime. The visit is an opportunity for you to take stock of the project achievements and review your progress against the objectives.

The key areas for discussion are:

- Project management, progress and implementation
- Project partnership
- Recruitment and preparation of participants
- Project evaluation and future activity
- Impact of the project
- Dissemination
- Financial information

The visit also provides an opportunity for the UK NA to gain a greater understanding of your project and to review whether the project is meeting the needs of other stakeholders and the participants. Where possible you should ensure that a participant is available for a short interview with UK NA representatives.

UK NA representatives will check that you can deliver your project to the specifications detailed in your application form, your contract and to the requirements of E+.

Monitoring visits will explore examples of good practice that you have developed, which other projects might benefit from. The information gathered during the visit will feed into our work in monitoring the progress of the programme in the UK as a whole and will be used to inform reports produced for UK Department for Business, Innovation and Skills (the National Authority for the programme in the UK) as well as for the European Commission.

On the Spot Checks

A random sample of monitoring visits will also include an 'on-the-spot' financial check to provide assurance on the legality and eligibility of project activities. On the spot checks verify check that the amounts claimed for individual mobilities in relation to the agreement are supported adequately by the documentation held by your organisation.

Beneficiaries are required to retain evidence of subsistence payments to beneficiaries in all instances. This may be in the form of invoices for payments made directly by the beneficiary or in

the form of signed receipts/ bank transfers by the participant. During on the spot checks, the UK NA will require this evidence to be provided and any underspend identified.

Organisations subject to on the spot checks are chosen at random or based on a risk assessment using a methodology specified by the EC. Typically, on the spot checks last between 1-2 hours.

Systems Checks

Systems checks cover the financial and quality commitments of the organisation, and the effectiveness and impact of the programme as well as the financial management of the project.

Audit Visits

Audit visits may be undertaken by the European Commission, the European Court of Auditors, the NA's own Internal Audit and/or Compliance Teams, and other relevant bodies.

The European Commission and the European Court of Auditors operate on a short timescale and may request a visit at very short notice. The NA has more flexibility in arranging ad hoc visits.

The European Commission and the European Court of Auditors have their own method of planning visits and the NA is only informed of the organisations they intend to visit when they announce a visit.

The NA may identify organisations for ad hoc visits on the basis of the amounts of funding awarded, issues arising from previous reports or other information received from the promoter.

Additional quality checks covering the commitments covered with the grant agreement will be undertaken. These will include review of feedback reports from individual students and staff.

7. Financial Management of your Grant

Your E+ grant is regarded as a contribution to your project costs, and is not intended to cover the total cost of running your project. Grants are awarded on a per participant basis under the following budget headings:

- Organisation
- Linguistic Support (VET learners only)
- Travel
- Individual Support
- Course Fees (Adult Education only)
- Special Needs (if applicable)
- Exceptional Costs (if applicable)

Throughout the project lifecycle you must ensure you have clear financial reporting mechanisms in place to manage your E+ grant. Whilst all payments are made on a unit cost basis, meaning you do not need to submit evidence of expenditure at reporting stage, the UK NA advises you to retain payment documents in case of an audit by the European Commission, which can occur up to 5 years after the close of your project. You will also be required to manage and report on your project finances via the Mobility Tool+.

Please note, beneficiaries are required to retain evidence of subsistence payments to beneficiaries in all instances. This may be in the form of invoices for payments made directly by the beneficiary or in the form of signed receipts/ bank transfers by the participant. During on the spot checks, the UK NA will require this evidence to be provided and any underspend identified.

If you are unable to allocate all of the subsistence to participants, this should be returned to the UK NA at final report stage.

Although you will not need to evidence any other costs associated to your project, you will need to demonstrate that the placement actually took place. In order to do this, you will need to submit a declaration of attendance from the host organisation containing the following information:

- Full name of the participant
- Purpose of the activity abroad
- Placement start date
- Placement end date
- Course title (adult education only if applicable)

- Details of the linguistic preparation undertaken (VET only if applicable)
- Signed by the receiving organisation
- Signed by the beneficiary organisation
- Signed by the participant

Within your KA1 project, you are able to transfer certain elements of your grant between the different budget headings, without submitting a formal contract amendment request to the UK NA for approval. Budget transfers offer flexibility to increase mobility numbers or give favour to certain types of mobility activities and special needs support; these transfers to and from different budget categories are percentage-based and as the beneficiary, you will be responsible for calculating the maximum transferable amount.

Budget from	Budget to	Maximum percentage	Applicable field
Organisational support	Travel and/ or individual support for learners, VET staff and/ or accompanying persons	100%	VET & AE
Linguistic support	Travel and/ or individual support for learners	50%	VET
Travel and individual support for staff	Travel and individual support for learners	100%	VET
Travel and individual support for learners in VET schools	Travel and individual support for learners in companies	100%	VET
All budget headings	Special needs support	Actual costs	VET & AE

7.1. Organisational Support

These funds form a contribution to any costs directly linked to the organisation, management and implementation of mobility activities; excluding travel and individual support for participants. Organisational support can be used to cover costs related to the selection and preparation (pedagogical, intercultural and linguistic) of participants, monitoring and supporting participants during the mobility and validating learning outcomes. Organisational support does not cover accompanying persons of VET Learners in VET projects. You also have the option, through

agreements with your partners, to share the organisational support funds awarded with those organisations that actually bear the costs.

Organisational support will only be awarded for those participants who undertook an eligible mobility abroad and you will need to provide evidence at final report stage demonstrating that the placement occurred. The following rates are applicable:

Number of Participants	Grant Awarded
1 to 100	€350 per participant
More than 100	€200 per participant

7.2. Linguistic Support

For projects with VET learners, for languages not covered by the OLS, linguistic support can be claimed for mobilities lasting at least one month and consists of a unit cost of €150 per participant. Linguistic support can only be given to participants who undertook language preparation in the language required for their mobility. You should use the Mobility Tool+ to report whether or not language preparation was given to each participant using linguistic support funding. The Mobility Tool+ will calculate the grant amounts for linguistic support based on the unit cost rate.

7.3. Travel

Travel is based on the distance travelled per participant and is defined as the cost of the entire journey from the UK point of origin to the to the host destination; including transfers. Travel is calculated according to the following rates, as produced by the European Commission, but will be automatically calculated for you on the Mobility Tool+.

Travel Distance	Amount (for travel costs from place of origin to the venue of the activity and return)
Between 0 and 99 KM:	0 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant

Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

You must report the place of origin and the place of the mobility venue on the Mobility Tool+ for each mobility activity that took place. The 'place of origin' is the place where the beneficiary organisation is located in the UK and the 'venue' is the place where the receiving organisation is located. If a different place of origin or venue is reported, you need to give the reason for this difference in the Mobility Tool+.

It is important to note that travel bands will be verified at final report stage, if you have incorrectly selected a higher travel band this will be reduced and reflected in your final payment. You can check the correct travel band is being used by using the European Commission's Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

7.4. Individual Support

Individual support is defined as the day-to-day costs incurred by participants during the activity. This element of the budget is intended to help cover the costs of accommodation, insurance, food as well as local travel to and from the placement in the host country.

Individual support is calculated on a **unit cost** basis and is payable according to the country of destination and the duration of the placement. This component of expenditure is paid as a lump sum and all individual support must be spent on the participants.

You must report the start and end dates of the mobility on the Mobility Tool+ for each mobility activity that was awarded funding for 'Individual Support'. The Mobility Tool+ will calculate the amount for individual support based on the unit cost rates.

Individual support will only be awarded for participants who undertook an eligible mobility period.

For all mobility activities, one day can be included directly before and after the activity abroad if necessary to cover travel; these extra days should be covered by individual support.

Individual Support is calculated as follows:

Receiving Country	Learners mobility (Maximum allowance per day)			Staff mobility or accompanying persons (Maximum allowance per day)	
	<i>1 - 14 Days</i>	<i>15 - 60 Days</i>	<i>61 - 365 Days</i>	<i>1 - 14 Days</i>	<i>15 - 60 Days</i>
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
Switzerland	€ 88	€ 61.60	€ 44	€ 140	€ 98
Turkey	€ 88	€ 61.60	€ 44	€ 140	€ 98

When making payments to participants, you may do this in the form of a bank transfer, or if this is not possible, in cash. Participants **must receive all of the individual support** funding awarded to them and this can be done in one or a combination of the following three ways.

You can either:

- transfer the allowances for Travel, Individual Support, Linguistic Support and Course Fees in full to participants so that they can make their own arrangements, or
- make suitable arrangements on behalf of the participants in order to ensure appropriate travel, subsistence and linguistic support is given, or
- allow participants to make their own arrangements without any pre-financing then reimburse their costs afterwards.

Beneficiaries are required to retain evidence of subsistence payments to beneficiaries in all instances. This may be in the form of invoices for payments made directly by the beneficiary or in the form of signed receipts/ bank transfers by the participant. During on the spot checks, the UK NA will require this evidence to be provided and any underspend identified.

If you are unable to allocate all of the subsistence to participants, this should be returned to the UK NA at final report stage.

If cash payments are made to participants, you are required to obtain signed receipts from the individuals concerned. For longer-term placements, you should pay individual support allowances directly into participants' bank accounts in instalments and keep appropriate evidence of this expenditure.

7.5. Course fees

For Adult Education projects that involve participants being enrolled onto a course for which a course fee has to be paid, a unit cost of €70 per day is granted per participant, with a maximum of

€700 per participant per course. You should report the start and end date of the course in the Mobility Tool+, which will calculate the grant amount for course fees based on this unit rate. Only the actual days on which the course takes place should be reported as only these days can be considered for the course fees funding.

7.6. Special Needs

Where costs have been incurred for participant(s) with specific needs, you will need to report actual costs in the Mobility Tool+. You will also need to indicate whether you have been granted this funding or if it is a budget transfer as well as detailing the type and total cost being claimed. At final report stage you will be required to provide invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date.

7.7. Exceptional Costs

Exceptional costs refer to any costs incurred to directly support the participation of learners with fewer opportunities. In order to claim for Exceptional Costs, you should report the type and cost of these expenses in the Mobility Tool+. At final report stage you will be required to provide invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date.

7.8. Audit Arrangements

You must set up an appropriate accounting system which identifies all sources of funding and expenditure relating to the project incurred during the contract period. The European Commission may request an external audit or wish to arrange a random inspection of project accounts after the project has been completed. You are therefore required to keep all original documents relating to the implementation and financial management of the project for a period of five years after the final payment has been made.

7.9. VAT customs duties and other taxes on goods and services

In all cases, VAT can be included in the project's financial accounts if it represents a final charge, i.e. it is non-refundable. In the event that you need to claim VAT, you will be asked to demonstrate that you are not able to claim this back through your own organisation.

7.10. Ineligible expenditure

Certain types of expenditure will be considered ineligible, namely:

- Return on capital
- Debt and debt service charges
- Provisions for losses or debts
- Interest owed
- Doubtful debts
- Exchange losses
- Costs of opening and operating bank accounts
- Expenditure relating to movement to or from countries not participating in the programme
- Expenditure incurred outside the contracted period
- Expenditure incurred with no direct link to the project
- Expenditure already financed by another Community source
- Purchase of equipment
- VAT when it is considered recoverable under applicable national VAT legislation

8. Participant Reports

Once a mobility has finished, the Mobility Tool+ will automatically send a Participant Report to each participant to complete, therefore it is important to keep the Mobility Tool+ up-to-date with ongoing activities and mobility details. It is a contractual requirement that you ensure 100% of Participant Reports are filled and submitted via the Mobility Tool+. Participants will be given a timeframe to complete the report, therefore if you are planning events for participants to attend and complete the reports together then be aware these should be scheduled soon after the end of the mobility. If the reports are not completed within the timeframe, you can resend them to participants via the Mobility Tool+.

Learner questionnaires will ask questions covering the following areas:

- **Identification of the Participant and General Information**
- **Quality of Studies/Training**
- **Certification and Formal Recognition**
- **Foreign Language Skills and Linguistic Support.**
- **Personal Development**
- **Future Prospects of Education, Training and Work**
- **Practical and Organisational Arrangements**
- **Accommodation and Infrastructure**
- **Conclusions, Personal Comments and Recommendations**

Staff questionnaires will ask about the following:

- **Identification of the Participant and General Information**
- **Achievements and impact**
- **Certification and Formal Recognition**
- **Conclusions**

9. Payment Arrangements

Each project will have a different payment structure, based on the result of the organisation's financial capacity check. A typical payment structure will be as follows:

First payment	Second payment	Final payment
80% of total grant amount	-	Up to 20% of total grant amount and on the approval of the final report

Organisations that have weaker financial capacity, poor liquidity, poor track record in terms of repayment of refunds, late reporting, loss of financial documents and/or loss of travel evidence may be subject to a different payment structure at the discretion of the UK NA.

You will be notified of your payment structure upon return of your signed grant agreements, details of which will be contained within.

The first pre-financing payment will be made automatically no later than 30 days after the contract has been signed by both the UK NA and the Promoter. The final payment will be made no later than 60 days after submission of a satisfactory final report and associated documentation to the UK NA.

Please note that the UK NA will make all grant payments in Euros. You are strongly advised to set up a Euro bank account as costs incurred as a result of exchange rates or bank transfers will not be covered by the UK NA. You must ensure that your bank account can receive the funds in Euros as the NA is not responsible for any delay caused as a result of the bank account's inability to receive such payment(s).

If your payment structure is subject to a second or third pre-financing payment you will be required to submit an interim report to the UK NA by the date specified within your grant agreement and have spent at least 70% of your previous pre- financing payments.

10. Beneficiary Report

All beneficiaries will be required to submit a beneficiary report within 2 months of their project end date as specified in the grant agreement. Under the 2015 Call, the beneficiary report must be submitted using the PDF e-form downloadable in the Mobility Tool.

For more technical guidance, please refer to the comprehensive Mobility Tool Guidance document.

Your beneficiary report will be made up of a qualitative and financial section which will be used to assess the extent to which your project was completed in line with your initial application. Once the UK NA has assessed your final report, you will receive a final report feedback form along with the final grant instalment or invoice for unspent grant funds.

In accordance with annex III your grant amount will be subject to reductions for poor, partial or late implementation of the project.

The final report will be assessed on the basis of quality criteria and scored on a maximum total of 100 points. If the final report scores less than 50 points in total, the NA will reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.

The final report will be assessed in conjunction with the reports from the mobility participants, using a common set of quality criteria focusing on:

- The extent to which the action was implemented in line with the approved grant application
- The quality of the learning outcomes and impact on participants
- The impact on the participating organisations
- The quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity
- The quality arrangements for the recognition/validation of the learning outcomes of participants
- The extent to which the grant amounts due to mobility participants were transferred to them in accordance with the contractual provisions set out in the agreement between the beneficiary and the participant following the template provided in Annex IV of the Agreement.

A grant reduction based on poor, partial or late implementation will be applied to the final grant amount for organisational support and exceptional costs and will be of:

- 25% if the final report scores between 41 and 50 points both included;

- 50% if the final report scores between 26 and 40 points both included;
- 75% if the final report scores between 0 and 25 points both included.

A guidance document on completing final reports will be made available by the NA in the summer of 2015..

11. More Help and Advice

Your Project Officer is on hand to help you with any queries you may have regarding your KA1 project. You are advised to contact them directly and in the first instance, via the contact details they have provided you.

You can contact the wider E+ KA1 Team by phoning the E+ Helpline on 0121 212 8947 or by emailing erasmusplus@uk.ecorys.com who will be happy to help you in the event of an urgent query and/or in the absence of your Project Officer. Our office working hours are Monday-Thursday 09:00 - 17.30 and Friday 09:00 - 17:00 and you can expect a response from us within 2 working days.

You can also visit the 'Erasmus+ grants' page of our website here: <https://www.erasmusplus.org.uk/erasmus-grants> which will be updated on an ongoing basis with useful resources, guidance and examples of best practise to help you with the management your KA1 project.