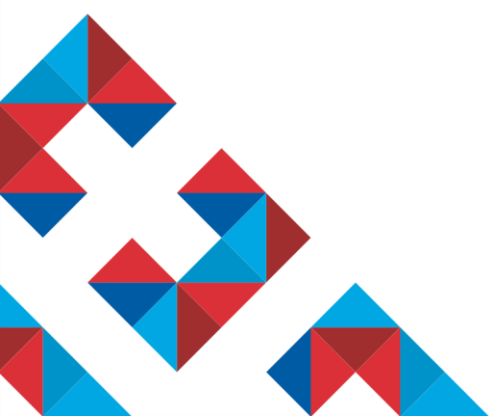


2019 Erasmus+ Key Action 1 (KA1) Vocational Education and Training (VET) and Adult Education Handbook

Part 1: Introduction to Erasmus+ and KA1 VET and
Adult Education

Version 1.0



Overview of changes to the handbook

This document is version 1.0 of the Introduction to Erasmus+ and Key Action 1 for VET and Adult Education beneficiaries, which is part one of the KA1 VET and Adult Education Handbook. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

Disclaimer

This Handbook has been produced solely for supporting UK beneficiaries manage Key Action 1 (KA1) Vocational Education and Training (VET) and Adult Education projects under the 2019 Call and therefore should not be relied upon by any third party. The contents of this 3-part Handbook is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the “National Authority”) nor the United Kingdom National Agency function for the Erasmus + Programme (the “National Agency”) nor any person acting on their behalf may be held responsible for the use which may be made of this Handbook and any information contained in this Handbook. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this Handbook or as to the accuracy, completeness or adequacy of any information contained in this Handbook. Should you wish to use the materials in this Handbook, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + programme.

By using this Handbook, you accept this disclaimer in full.

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Introduction

The 2019 Key Action 1 (KA1) Handbook for Adult Education and Vocational Education and Training (VET) beneficiaries is a guide to help accredited and non-accredited UK beneficiaries with the management of their 2019 KA1 projects. **This guidance is only intended for UK beneficiaries and the UK National Agency (NA) is not accountable for this information being used by other countries.**

The Handbook provides **practical guidance on the various stages of the project lifecycle** and should be used as a reference point for all common project queries. Please note that, while we have tried to cover all main areas of the project lifecycle and provide help on typical queries and issues, the guidance is not exhaustive. It is important to note that this guidance is supplementary to your Grant Agreement and its annexes, which should always be referred to first when checking contractual requirements. In case of conflicting information, the Grant Agreement prevails. **We also recommend that you continue to refer to the 2019 Erasmus+ Programme Guide during project implementation to ensure you are managing your grant in accordance with programme rules.**

The 2019 Erasmus+ KA1 VET and Adult Education Handbook is comprised of three parts that can be downloaded from the '[manage your grant](#)' section of the Erasmus+ website:

- Part 1: Introduction to Erasmus+ and KA1 VET and Adult Education
- Part 2: Project and Financial Management
- Part 3: Resource Pack

This document may be subject to change throughout the course of the programme. Changes will be recorded on page 1 of this document, and the most recent version will be found on our [website](#).

Remember, if you have any queries or issues that you cannot find answers to within the UK NA guidance, your Project Officer at the UK NA is on hand to help!

Erasmus+ Programme Guide

The Erasmus+ Programme Guide is the key document produced by the European Commission for anybody requiring a thorough knowledge of the Erasmus+ programme. This document is predominantly addressed to those organisations that currently, or wish to, participate in the Erasmus+ programme. It contains detailed information on the Key Actions and all the rules and conditions required in order to apply for funding under the Erasmus+ programme. It is essential that organisations continue to consult the corresponding Erasmus+ Programme Guide for the year in which they receive funding for the entire project duration. **The European Commission can make changes to published documents. To ensure that you use the most up-to-date version you should check the [Erasmus+ website](#) and download the 2019 Erasmus+ Programme Guide from the Key Resources section.** Previous versions, along with the main changes in each version, can be found on the European Commission's website.

Key Action 1 (KA1)

The KA1 strand of the Erasmus+ programme provides an exciting opportunity for organisations involved in VET, adult education, higher education, schools and youth **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 or learning needs.

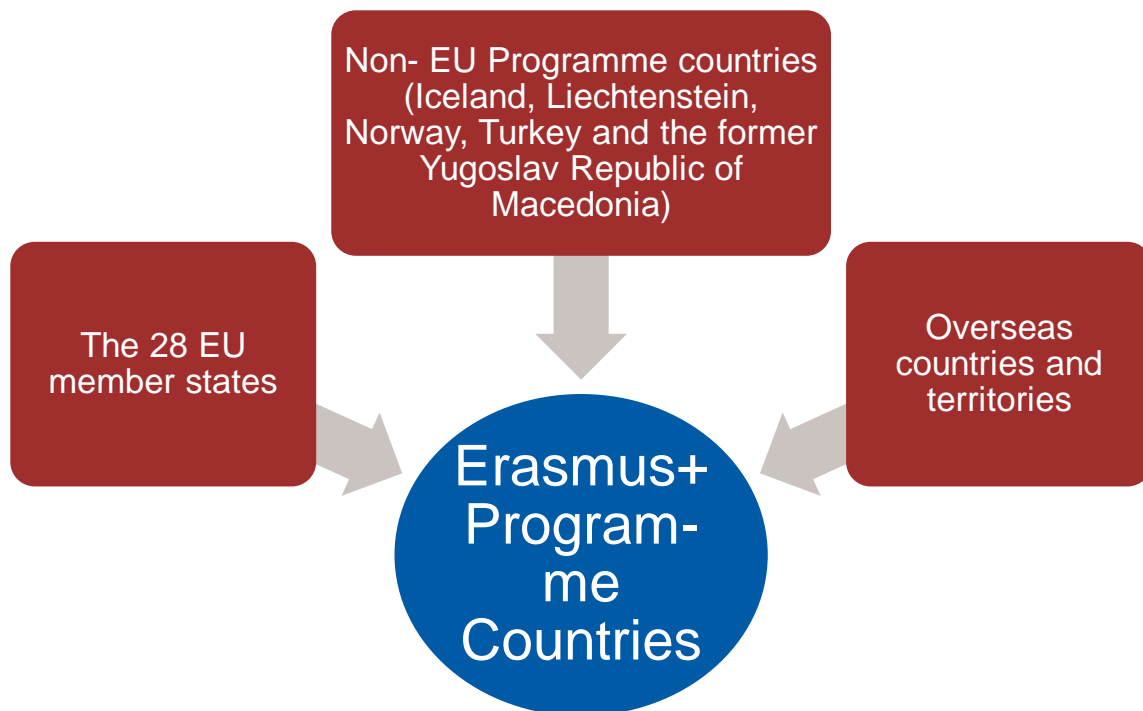
For VET learners and staff, activities can take the form of full work placements with learners hosted in a company or other relevant organisation, or at a VET provider (a school, institute or other organisation providing vocational education and training) offering a combination of school based learning and a strong work-based component (work placements). For Adult Education staff, activities include teaching or training assignments, structured courses or training events abroad, or job shadowing. Although a set number of rounds for each Key Action and Field are announced each year, if additional funding becomes available the UK NA may announce additional funding rounds, although this is not likely for the 2019 Call.

ErasmusPro: Support for Long-Term Mobility of VET Learners or recent graduates

In December 2016, the Communication "Investing in Europe's Youth" launched "ErasmusPro", a policy initiative aimed at increasing long-term mobility abroad, for Vocational Education and Training learners, including apprentices or recent graduates. ErasmusPro responds to calls by the European Parliament, as well as companies, and other VET stakeholders, to increase the quality, the attractiveness, and the employability of VET learners through long-term work-placements abroad. VET mobility has a clear value in helping young people open up their minds, widen their social, professional and transversal skills, develop a taste for innovation and initiative and a sense of European citizenship. It is a means to improve the overall performance of the organisations (both VET providers and companies) involved in such practices, by developing sustained internationalisation strategies, while also helping business find the right skills they need to increase their competitiveness. Long-term placements abroad have a higher benefit for learners in terms of developing job specific skills and an even better acquaintance with the foreign language, culture and work environment, thus boosting their employability.

Participating Countries

The Erasmus+ programme is available to organisations from both programme and partner countries. **For KA1 VET and Adult Education projects, only organisations in programme countries are eligible** to take part, shown in the following diagram:



Although overseas countries and territories can take part in KA1, **Erasmus+ funding cannot be used to cover expenditure for placements in any part of the UK therefore it also cannot be used for placements to any British Overseas Territories.** British Overseas Territories include 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.

For more information, please refer to pages 58/73 of the 2019 Erasmus+ Programme Guide, or you can find out more information on the [European Commission website](#).

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 or companies involved in Initial VET (IVET) or recent graduates from VET schools or companies (so long as they undertake their placement within 12 months of graduating/completing their VET qualification).

Eligible VET qualifications are typically Levels 1-3 (although Level 4 is accepted for Higher Apprentices ONLY). Eligible qualifications include Apprenticeships and Higher Apprenticeships. Some BTECs, Foundation Degrees, HNCs and T Levels are also be eligible under Key Action 1 VET, subject to the approval of the UK NA. Approval must have been sought prior to submitting your application form to ensure the target group(s) in your project met the eligibility requirements. The assessment and approval of all qualifications and/ or target groups, and their suitability under Key Action VET, remains at the discretion of the UK NA.

Participants undertaking HNDs and Bachelor Degrees are eligible under Key Action HE.

VET learners undertake a vocational training placement in another country for between two weeks (see Glossary) and twelve months.

The sending and receiving organisations involved in the project should agree a quality framework for the mobility activity before the placement goes ahead, and should ensure participants' learning outcomes are recognised and validated.

Question: If a recent graduate of a VET course is also currently enrolled at University, would they still be eligible as a VET learner or would this make them a Higher Education (HE) student?

Answer: If a learner has recently graduated from a VET course, but is currently enrolled at a University, this would make them a Higher Education student and therefore only eligible for a Higher Education project.

VET Staff

Participants defined as VET staff are those staff in charge of VET (for example, teachers, trainers, international mobility officers, etc.) or involved in Continuous VET (CVET) in a working relationship with one of the sending organisations involved in the project or involved in the organisation's strategic

development. For teaching/training assignments, staff can also include people from enterprises, public sector and/or civil society organisations.

This target group allows the following activities:

- Staff from sending VET schools and enterprise organisations to teach at partner VET schools abroad;
- Staff from sending VET enterprise organisations to provide training at partner VET organisations abroad;
- Staff from sending VET schools to undertake a work placement/job shadowing/observation period in partner VET enterprises or other partner VET organisations abroad;
- Staff from a partner VET school abroad to teach or deliver training at UK beneficiary VET organisations.

Placements for staff must be framed in a strategic approach of the participating organisation.

The organisation should be responding to clearly identified staff development needs and should also ensure staff learning outcomes are properly recognised and disseminated widely across the organisation. VET staff activities can last between two days and two months.

Adult Education Staff

Participants defined as adult education staff are those staff in charge of adult education **in a working relationship with one of the sending organisations involved in the project or involved in the organisation's strategic development.**

This target group allows the following activities:

- Staff from sending adult education organisations to teach or provide training at a partner organisation abroad;
- Staff from sending adult education organisations to participate in a structured course or training event at a partner organisation abroad;
- Staff from sending adult education organisations to participate in a job shadowing/observation period abroad in a relevant partner organisation active in the field of adult education.

As with VET staff activities, these placements can last between two days and two months. Placements for staff must be framed in a strategic approach of the participating organisation and the organisation

should be responding to clearly identified staff development needs while ensuring staff learning outcomes are properly recognised and disseminated widely across the organisation.

Accompanying Persons

An accompanying person is **a member of staff who ensures the safety, protection and support of participants during their mobility activity**. Accompanying persons do not undertake project-related work or training, and are not the same as VET staff participants.

It is compulsory to include accompanying persons in VET learner mobility projects; therefore, each flow of learners should receive a visit from an accompanying person at some point during their mobility. This ensures that learners are appropriately monitored while on mobility and that any potential issues are picked up. We recommend that you include a minimum of one accompanying person per ten learners.

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

Participants

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 you should seek advice from [UK Visas and Immigration](#).

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;
- Nationals of other countries who have the right to live and work in the UK and 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.

Important: participants must not undertake placements in their country of origin!

In order to widen participation and the potential impact of a project, beneficiaries should not send participants on multiple placements. Although not strictly against the rules of KA1, we would expect justification to be given at the reporting stage for any participants taking part in more than one mobility. In your Final Report, you will need to show that the same level of impact can be reached through sending one person twice instead of two separate participants to avoid receiving a lower score on your Final Report.

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.

Understanding Your Grant Agreement

Following the assessment and selection process, all successful applicants are required to enter into a contract with the UK NA. At this point, your organisation will be assigned a dedicated Project Officer within the UK NA who will be your main point of contact to support you with any issues relating to the administrative and financial management of your project.

Before starting any funded project activity, you must have a signed Grant Agreement with the UK NA.

To enter into a contract, all successful applicants must sign a Grant Agreement with the UK NA. This is either as the single beneficiary organisation in the UK or as the coordinator of a national mobility consortium. If you are a coordinator of a consortium, you will have signed the Grant Agreement on behalf of the other UK partners in the consortium based on the provision of partner mandates. **The Grant Agreement is the legally binding contract with the UK NA, which includes key details about your project based on your initial application as well as the requirements and guidance for managing your grant.** Your Grant Agreement is tailored depending on the type of project and activities you have been funded for. All Grant Agreements include the Special Conditions followed by annexes I – VI and mandates in Annex VII for consortiums. Your Grant Agreement will only include what it is applicable to your project.

Special Conditions

This is the main part of your Grant Agreement that includes **information that is specific to your project**. Some of the information is standard across Key Action 1 for both VET and Adult Education projects and some information is specific to the field, activities, and content of your project. Information about eligible budget transfers can be found in your Special Conditions in **Article I.3.3** as well as the payment structure for your project (**Article I.4**). This is also, where you can find the exchange rates that you will need to apply for your 2019 project, which is located in Special Conditions **Article I.4.10**.

General Conditions

The document provided with your Grant Agreement does not include the full text of the General Conditions so you will need to use the link in your Grant Agreement to download this from the [European Commission Erasmus+ website](#). This is because the General Conditions are standard rules, which include information on the legal, administrative, and financial provisions for all European funded grants. To understand these in the context of Erasmus+, the Special Conditions include

information about how to correctly read and understand the General Conditions. A key article to be aware of is Article II.7, which covers the changes that have been implemented as result of the GDPR legislation that came into effect in May 2018.

Project, Budget, and Beneficiary Details

This information is from your initial application with corrections applied by the UK NA, where necessary. This is the **contractual budget** so you should use it when implementing your project to make sure that you are completing the same activities that you planned in your application. This is very important because the UK NA will use Annex II of your Grant Agreement during the assessment of your Final Report.

For small changes that do not affect the objectives of your project, budget transfers allow you the flexibility to move funds between budget headings and activity types. You can find out more about budget transfers in Part 2 of the Handbook but always **remember to check with your Project Officer first!**

If you are the coordinator of a national mobility consortium, the other members of the consortium are included in this section too. **A consortium must always have a minimum of three UK organisations to be eligible.**

Financial and Contractual Rules

This provides comprehensive information on the financial and contractual rules you must follow when managing your grant and implementing your project. For each budget heading you can check what activity this covers, how the funding is calculated, and the supporting documents to provide as evidence of the activity. There is also information about the assessment of the Final Report, which will need to be submitted after the end of your project and the types of checks the UK NA may undertake during and after your project. You should read this annex thoroughly to ensure that your project activities are eligible, compliant, and supported by the right documents to prevent issues with your Final Report and other checks.

Applicable Rates

Here is where you can find all the **applicable unit costs** for the budget headings for your project. Depending on your project, this may include Organisational Support, Travel, Individual Support, Linguistic Support, and Course Fees. Information about Special Needs Support and Exceptional Costs is not included in this document because these are based on the actual costs incurred.

Using this document will help you to make budget transfers. You can check the unit costs for the relevant budget headings to make sure you are following the rules for how much you can transfer.

Mandates

If you are the coordinator of a consortium you will find mandates between your organisation and each of the members of the consortium. The mandate gives your organisation the responsibility to sign the Agreement and enter into a contract with the UK NA on behalf of all the UK consortium members. It does not include the specific roles and responsibilities of each member of the consortium for the project so it does not replace the need for partnership agreements. **If you are a single beneficiary, your Grant Agreement will not include this annex.**

Templates

These templates are found in **Annex V**. Some of the templates are compulsory and others are just recommended for you to use. You may also edit some of the templates to better fit your needs but as a general rule you can only add information to the templates that does not contradict what is already covered. **It is very important that you do not remove any information as these templates have been designed to meet the minimum requirements necessary for your project.** Your Grant Agreement will only include the templates that are relevant for your project. If your VET project includes learner and staff mobility (not including accompanying persons) your Grant Agreement will include the templates for both types of participants.

The table below shows which templates are compulsory for you to use:

Template	Field	Compulsory?
Staff Grant Agreement	VET	Yes
	Adult Education	Yes

Template	Field	Compulsory?
Staff Mobility Agreement	VET	Yes
	Adult Education	No
Learner Grant Agreement	VET	Yes
Learning Agreement	VET	Yes
VET Mobility Quality Commitment	VET	Yes – VET learners No – VET staff
ECVET Learning Agreement	VET	Yes, if your project includes ECVET
ECVET Memorandum of Understanding	VET	Yes, if your project includes ECVET

More information about these templates, including how to complete them, is included in Part 3 of the Handbook.

GDPR Rules (Annex VI)

Following the implementation of the General Data Protection Regulation (GDPR (EU) 2016/679), this additional annex provides information on your responsibility and obligations regarding the processing of Personal Data in relation with your project.

All personal data shall be processed in accordance with National legislation by the NA, in particular the UK Data Protection Act 2018.

Please refer to this Annex and the section 1.14.1 – Data Protection for further information on the GDPR.

Glossary

This glossary covers all parts of the Handbook and so some of the terms included may not be used in this part.

Accompanying Person

Within a KA1 VET or Adult Education project, this person accompanies participants on placement, either to support participants with special needs or to ensure the protection, safety and effective learning of VET learners. Such individuals are eligible for financial support under the programme. Accompanying persons are not regarded as participants.

Beneficiary

Within a KA1 VET or Adult Education project, this is any organisation that has accepted the NA's offer of funding after its project application was selected. By signing the grant agreement, the beneficiary assumes overall responsibility for carrying out the project. In a national mobility consortium, all UK partners are referred to as beneficiaries and the applicant organisation is the coordinator.

Continuing Vocational Education and Training (CVET)

Vocational education or training after initial education and training or after entry into working life. CVET is aimed at helping individuals to improve or update their knowledge and skills, to acquire new skills for a career move or retraining, and to continue their personal or professional development¹.

Coordinator

The applicant organisation for a national mobility consortium. The coordinator will sign the Grant Agreement on behalf of the whole consortium and acts as liaison with the UK NA.

Dissemination

This involves spreading the word about the project successes and outcomes as far as possible. Making others aware of the project will impact on other organisations in the future and will contribute to raising the profile of the organisation carrying out the project. To effectively disseminate

¹ Adapted from Cedefop, Terminology of European Education and Training Policy, Publications Office of the European Union, Luxembourg, 2014.

results, an appropriate process at the beginning of the project needs to be designed.

Erasmus+ programme

The European Union's programme to support education, training, youth and sport in Europe. The programme runs from 2014 to and 2020 and offers a range of funding opportunities for UK organisations actively involved in delivering activities in the above fields.

Erasmus+ Project Results Platform (EPRP)

A dissemination platform produced for Erasmus+ offering an overview of projects funded under the programme and highlighting best practices.

EU Survey

The online platform through which participant questionnaires are submitted.

Flow

A group of participants undertaking the same type of mobility activity (e.g. staff training abroad) to the same receiving country and for the same duration. The Mobility Tool+ automatically groups mobilities sharing these characteristics into flows when feeding information regarding mobilities into the Final Report.

Grant Agreement

A legally binding contract issued by the UK National Agency (NA) to the beneficiary that defines the roles and responsibilities of both parties. This also covers the contractual budget and evidence requirements.

Initial Vocational Education and Training (IVET)

Vocational education and training carried out in the initial education system, usually before entering working life. Initial education and training can be carried out at any level in vocational education (full-time school-based or alternance training) or apprenticeship pathways².

Intermediary Organisation

This is a partner in a national mobility consortium but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending VET organisations and to better match

² Adapted from Cedefop, Terminology of European Education and Training Policy, Publications Office of the European Union, Luxembourg, 2014.

apprentice/student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

Key Action 1 (KA1)

The Mobility strand of Erasmus+ which involves sending staff, learners, youth workers and young people to other participating countries to undertake activities such as work experience, job shadowing, training and teaching.

Learner

Within a KA1 VET project, this is an apprentice or a VET student (full time or part time) whose studies typically include work-based learning. A recent graduate of a VET school or a company (i.e. a former apprentice) is also classed as a learner providing they complete their mobility activity within one year of graduating or completing their apprenticeship.

Legal Representative

A person authorised within a participating organisation to enter into legally binding agreements on behalf of their organisation.

Mobility activity

The period of time a participant spends within the receiving organisation carrying out a traineeship, a teaching/training assignment or staff training. This is also referred to as 'mobility', for example within the Mobility Tool+. The mobility activity may include cultural activities and linguistic preparation while in the receiving country, however there are set durations for the main learning/training activities as follows:

- for VET learner traineeships: two weeks i.e. 10 working days to 12 months, excluding travel time;
 - for staff mobility: two days (consecutive) to two months, excluding travel time.
-

Mobility Tool+

The online management and reporting tool for Erasmus+ beneficiaries.

Mono beneficiary grant agreement

This is the contract signed between the UK NA and the organisation that has been awarded Erasmus+ funding as sole applicant and beneficiary of the grant.

Multi beneficiary grant agreement	<p>This is the contract signed between the UK NA and the organisations that have been awarded Erasmus+ funding as part of a national mobility consortium aimed at sending learners and/or staff onto mobility activities abroad.</p>
National Mobility Consortium	<p>A group of UK organisations that will work together to manage and deliver a KA1 project. A consortium must include a minimum of three organisations to be eligible.</p>
Online Linguistic Support (OLS)	<p>The European Commission's online platform for Erasmus+ which supports language learning for participants in KA1 mobility activities lasting one month or longer. The OLS allows participants to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence.</p>
Participant Report	<p>An online questionnaire that is sent from the Mobility Tool+ to participants and completed through EU Survey. The questionnaire allows them to provide feedback about the mobility including practical arrangements and recognition of learning outcomes.</p>
Participant	<p>Within a KA1 VET or Adult Education Mobility project, this is anyone who is sent to a receiving country other than their country of origin or that where they are employed, undergoing training or live.</p>
Placement	<p>The period a participant spends at the receiving organisation/in the work place during their mobility in another European country. This starts when they reach their final destination and includes work-based activities, cultural activities, and free time. This ends when they leave the receiving organisation to begin the return journey to the UK.</p>
Receiving Organisation	<p>The organisation responsible for receiving participants from abroad and offering them a study/traineeship programme, a programme of training activities or benefitting from a training opportunity.</p>

Sending Organisation The organisation that selects learners and/or staff to undertake a mobility abroad. They may be the beneficiary organisation or a partner in a national mobility consortium.

Staff A person who, on either a professional or a voluntary basis, is in charge of VET, adult education or the strategic development of their organisation. In addition, within a KA1 VET Mobility project which includes teaching/training assignments, 'staff' can also mean a person from an enterprise, a public sector and/or a civil society organisation providing VET training at the receiving organisation(s) abroad, or a trainer from an enterprise based in another Programme country providing training at the beneficiary organisation(s).

Beneficiaries should ensure that the participants selected for Staff mobilities are best placed to support the organisation strategically i.e. the organisation benefits from the learning and the competences obtained following their mobility opportunity.

Travel time The number of days a participant spends travelling to the receiving organisation and back to the sending organisation. Under Erasmus+ travel time amounts to a maximum of two days, typically one on either side of the mobility activity (although this is not compulsory as the two days can be consecutive if necessary).

Two week placement The minimum duration of placement that VET learners can take part in. A two week placement consists of a minimum of twelve days (i.e. Monday to the following Friday) of which ten days must be working days (therefore not including the weekend).

UK NA The Erasmus+ UK National Agency (the British Council in partnership with Ecorys UK)

Work-based learning

Acquisition of knowledge and skills through carrying out and reflecting on tasks in a vocational context, either at the workplace (such as alternance training) or in a VET institution³.

³ Adapted from Cedefop, Terminology of European Education and Training Policy, Publications Office of the European Union, Luxembourg, 2014. As above.