

What You Need to Know When Applying for EuroApprentice Scheme 2020

The UK National Agency would welcome applications from current or former Key Action 1 VET UK beneficiary organisations who would like to put forward one or more of their current or former apprentice participants to take on the role of a EuroApprentice to represent the UK.

1. Application Process

STEP 1: The UK beneficiary organization should identify a current or former apprentice(s) who meets the role, eligibility and quality criteria to become the EuroApprentice(s).

STEP 2: The organisation should confirm with the apprentice(s) if they are motivated to get involved, are willing to commit and will apply to become the EuroApprentice(s). The provided Information Sheet, blog posts and videos are great resources to discuss the opportunity!

STEP 3: Both – the Apprentice and the UK organisation - should fill in and submit the Application forms.

★ **Application form for Apprentices to become EuroApprentices** (to be completed by the EuroApprentice candidate):

<https://www.surveymonkey.co.uk/r/EuroApprentices-2020-Application-For-Apprentices>

★ **Supporting Statement for Organisation** (to be completed by the UK organisation, college, employer, etc.)

<https://www.surveymonkey.co.uk/r/EuroApprentice-2020-Supporting-Statement-for-Organisations>

The organisations that are putting forward more than one apprentice are allowed to submit a joined “Supporting Statement for Organisation” that covers several candidates.

We do require **both** applications to be submitted, in order for the application to be valid.

Completed applications should be sent before **2st December at 5pm.**

2. Eligibility Criteria

Application forms must meet the following eligibility criteria:

- ★ Applicant organisation is registered in the UK.
- ★ Applicant has participated in a Key Action 1 VET project. (Vocational Educational Training)
- ★ Applicant is, or has been, enrolled on an apprenticeship in the UK.
- ★ Applicant is not a current EVS Volunteer. (European Voluntary Service).
- ★ Applicant has not attended two TCA projects in current calendar year.
- ★ Applicant is over 18.
- ★ Applicant is a UK resident.
- ★ Applicant has a valid passport (at least up to the end of July 2020)

3. Quality Criteria

Eligible applications will be assessed using the following quality criteria:

- ★ **Why** the applicant is being put forward as a EuroApprentice
- ★ **What** the applicant gained from their mobility placement (i.e. learning outcomes, soft skill development, employment)
- ★ **Relevant skills/ characteristics** needed for the role of a EuroApprentice (i.e. motivated, communication skills) and, with their positive mobility experience, will motivate other apprentices to participate in the programme.
- ★ The applicant has a realistic plan of what **engagement activities** they envisage to carry out to disseminate their mobility experience and outcomes gained on a local or regional level.
- ★ The applicant demonstrates a **long term commitment** to the role of a EuroApprentice (i.e. over 1 year, up to 2021)

Application and Main Activities Timeline

Application Deadline	2nd December 2019
Notification of Results	January 2020
Contract with Successful Applicants	February/ March 2020
National Level Preparation Meeting in UK.	March 2020
EuroApprentices Network Meeting - Poland	April 2020 (TBC)

These dates may be subject to change

Contract

If successful, a contract will be issued by the UK NA to the applicant (EuroApprentice), and signed by the applicant and UK NA. It is important that no bookings or costs are incurred as part of your role as a UK EuroApprentice until this contract has been signed by the UK NA.

All activities in relation to EuroApprentices, requiring reimbursement, must be completed within the dates that will be specified in your contract. This will confirm the individual as one of the Erasmus+ UK EuroApprentices.

Budget

If successful, the UK NA will reimburse travel and accommodation as outlined below on a quarterly basis and following submission of a brief reimbursement template and evidence. Templates and details of the process of which will be sent to the applicant.

1. National Level Preparation Meeting (March 2020)

The UK NA will contribute to actual travel costs and accommodation costs. Travel is defined as the cost of the entire journey (including airport transfers) from the applicant's home to the specific venue of activity.

National Preparation Meeting	Per participant
Travel	Up to €150
Accommodation	Up to €100

2. EuroApprentices Network Meeting (April 2020 Poland)

The UK NA will contribute to travel costs, delegate fees, accommodation and subsistence costs during the event (if applicable). Travel is defined as the cost of the entire journey (including airport transfers) from the applicant's home to the specific venue of activity and would be reimbursed following attendance at the activity. It is anticipated that the National Agencies would pre-finance and arrange Accommodation and Subsistence during the activity without need for further reimbursement. This will be confirmed nearer to the event date.

EuroApprentices Network Meeting	Per participant
Travel	Up to €500
Accommodation & Subsistence	TBC

3. Presentations/ Event Engagement Activities

The UK NA will contribute to Travel costs, subject to the EuroApprentice written approval from the UK NA that the event, role and content covered by the EuroApprentice is suitable. Travel is defined as the cost of the entire journey (including airport transfers) from the applicant's home to the specific venue of activity.

Presentation/ Event Engagement Activities	Per participant, per activity
Travel	Up to €200

Contact Us

If you have any questions or require further information, please contact us on:

- Tel: 0121 212 8947 and ask to speak to a colleague on the Key Action 1 VET team. Phone lines are open Monday to Thursday, 9am to 5.30pm (UK time) and 9am to 5pm (UK time) on Fridays)
- Email: erasmusplus@ecorys.com with the subject 'EuroApprentices'