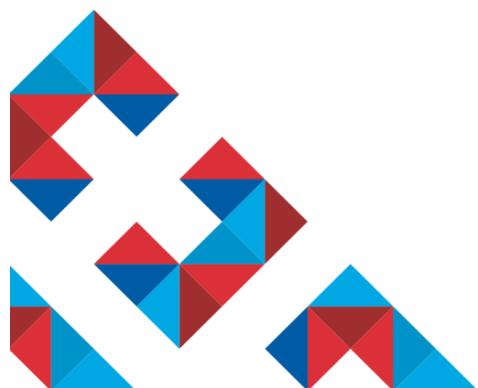


# 2020 Key Action 1 (KA1) School Staff Mobility Handbook

KA101



Erasmus+ is the European Union programme for education, training, youth and sport.  
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

This handbook is a guidance document only and is designed to provide information to support your Grant Agreement, including all associated annexes and the [2020 Programme Guide](#). Your Grant Agreement and the 2020 Programme Guide are the primary documents you should refer to and need to comply with. Should any information in this handbook differ from either the Grant Agreement or the 2020 Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence. If you have any queries or feedback about the content of this Handbook please contact [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org).

## Overview of changes to the handbook

This document is version 2 of the 2020 Key Action 1 School Staff Mobility Handbook. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

<b>Page number in previous version</b>	<b>Change</b>	<b>Page number in this version</b>
N/A	New article added: 2. Covid-19 specific measures	10

## Contents

1. Managing your Key Action 1 School Education Mobility Project.....	5
1.1. The Erasmus+ Programme Guide .....	5
1.2. Grant Agreement .....	5
1.3. Beneficiary.....	7
1.4. Project Start and End Dates .....	7
1.5. Identifying Language Courses .....	7
1.6. Health and Safety .....	8
1.7. Insurance.....	8
1.8. Force Majeure .....	8
1.9. Participant Withdrawals .....	8
1.10. Project Changes.....	9
1.11. Legal Representative and Contact Person .....	9
2. Coronavirus guidance.....	10
2.1. Staff Mobility .....	10
2.2. Organisational Support .....	10
2.3. Final Reporting .....	11
3. Budget Categories and Supporting Documentation .....	11
3.1. Unit Costs and Real Costs.....	11
3.2. Travel .....	12
3.3. Individual Support.....	12
3.4. Organisational Support .....	13
3.5. Course Fees.....	13
3.6. Special Needs Support .....	14
3.7. Exceptional Costs for Financial Guarantee .....	14
3.8. Exceptional Costs for Expensive Travel.....	14
3.9. Retaining Supporting Documentation .....	14
3.10. Compliance and Audit .....	15
4. Reporting.....	15
4.1. Reporting Deadlines .....	15
4.2. Mobility Tool+ .....	15
4.3. Participant and Final Reports.....	16
5. Impact and Dissemination.....	17

5.1.	Erasmus+ Project Results Platform .....	17
5.2.	Erasmus+ Logo .....	17
5.3.	Media and Press.....	18
6.	Other British Council Opportunities .....	18
6.1.	eTwinning .....	18
6.2.	British Council International School Award .....	18
7.	Additional Support and Useful Links .....	19
1.1	Contacting Us.....	19
7.1.	Social Media .....	20
7.2.	Useful Links .....	20

# 1. Managing your Key Action 1 School Education Mobility Project

## 1.1. The Erasmus+ Programme Guide

Key Action 1 School Education Mobility projects can comprise study courses, observation, job shadowing, training and teaching. Overall, projects last from between one to two years, but for individuals or groups of staff this can mean activity lasts for as little as two days or up to two months in duration.

For more information about Erasmus+ and Key Action 1, please refer to the following sections of the [2020 Programme Guide](#):

▪ General Information about Erasmus+	.....	Pages 5 – 25
▪ General Information about Key Action 1	.....	Pages 29 – 32
▪ Key Action 1 School Education Staff Overview	.....	Pages 64 – 70
▪ Information for Applicants	.....	Pages 249 – 268
▪ Specific rules for KA1 School Education Mobility	.....	Pages 281 – 283
▪ Dissemination	.....	Pages 312 – 317
▪ Glossary of Key Terms	.....	Pages 31820 – 326
▪ Useful References and Contact Details	.....	Pages 327 – 329

## 1.2. Grant Agreement

The Grant Agreement is split into several sections and annexes.

### **Grant Agreement Part I – Special Conditions**

The special conditions part of your Grant Agreement contains project-specific information. Please review this entire document, especially the following:

- Article I.2.2 Project start and end date
- Article I.3.1 Maximum grant awarded
- Article I.4.4 Final reporting and final payment
- Article I.9.1 Mobility Tool+

## **Grant Agreement Part II – General Conditions**

These are the General Conditions you are agreeing to when you sign your Grant Agreement. They are available to download from our public website [here](#). You will need to download Part II General Conditions Mono-beneficiaries.

## **Annex II: Description of the project, estimated budget of the project**

This section provides a description of your project activities and the budget breakdown you have been awarded for the different budget categories.

## **Annex III: Financial and contractual rules**

This annex provides detailed information on the financial and contractual rules of your Grant Agreement. Please ensure you read this information carefully and comply with the programme rules and regulations. Failure to do so may result in financial penalties.

## **Annex IV: Applicable rates**

This document provides the applicable grant rates for unit costs for Erasmus+ Key Action 101 projects.

## **Annex V: Staff Mobility Agreement**

This document is not mandatory. This is an agreement which is between your organisation and any participants and is included as an annex to your Grant Agreement.

## **Annex VII: Bank details form**

The bank details form will need to be completed and returned along with your Grant Agreement.

**Important note:** If your organisation's name, legal status (e.g. becoming an academy) or bank details change, please notify us immediately and complete and return a new bank details form. Please email [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org).

### 1.3. Beneficiary

As an Erasmus+ beneficiary, the organisations listed in your Grant Agreement will now receive Erasmus+ funding for the activities detailed at application stage and approved by our grants team. This might be the case of an individual school or a consortium with a list of named schools. Please note that only those contractually linked to the organisations listed in the Grant Agreement will be able to benefit from the project's funding.

### 1.4. Project Start and End Dates

All of your Erasmus+ activity, including travel days, must take place within your project start and end date, as specified in Article 1.2.2 of your Grant Agreement.

**Important note:** Any activity which takes place outside of your project start and end date will be deemed ineligible and will not be funded.

### 1.5. Identifying Language Courses

All mobilities must be transnational (e.g. from the UK to another programme country). Mobilities which take place domestically within the United Kingdom are not eligible for Erasmus+ funding.

The UK National Agency does not endorse any particular course or training provider and it is at your organisation's discretion to choose the most appropriate course to achieve your project objectives. Please let us know the location of the course to ensure that it falls within the distance band you have been awarded funding for.

#### **School Education Gateway**

The European Commission's [School Education Gateway](#) is an online platform which you can use to support your Erasmus+ project. School Education Gateway works alongside eTwinning and users can log in using their existing eTwinning username and password.

School Education Gateway has three vital tools:

- [Course Catalogue](#) – identifying different training courses
- [Mobility Opportunities](#) – finding and advertising job shadowing opportunities
- [Strategic Partnership Area](#) – finding partnership opportunities

## 1.6. Health and Safety

It is important to make appropriate provision for the health, safety and security of all participants involved in your Erasmus+ project. It is recommended that before participants depart on their activities, they consult the Foreign Commonwealth Office for travel advice. For further risk assessment and safeguarding information, please consult the following government websites:

- [Foreign Commonwealth Office](#)
- [UK Government's Health and Safety](#)

## 1.7. Insurance

The UK National Agency does not recommend specific insurance companies; this is at your organisation's discretion. It is your responsibility to ensure that all participants have the relevant medical and travel insurance.

**Important note:** The UK National Agency is not responsible for reimbursing costs if a participant is unable to travel, unless this is identified as Force Majeure. Therefore, it is extremely important, as well as a contractual obligation, that all participants have the relevant insurance in the case that they are unable to travel.

## 1.8. Force Majeure

Force Majeure is defined on page 321 of the 2020 Erasmus+ Programme Guide as 'an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part'.

**Important note:** Please contact [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org) if a participant is unable to complete their activity and you think that the reason fits the above Force Majeure definition. Please provide as much detail as possible so that the UK National Agency can consider your request.

## 1.9. Participant Withdrawals

If a participant is no longer able to go on a mobility or has left your organisation, you should seek to find another member of staff to attend in their place so long as they are directly employed by your organisation. Please see page 66 of the 2020 Erasmus+ Programme Guide for a full definition of eligible participants.

If a participant withdraws either pre-mobility or during the mobility, none of the costs associated with their mobility will be covered by your Erasmus+ grant. You should seek to make a claim through your insurance provider in the first instance.

### 1.10. Project Changes

Your 2020 Key Action 101 project has been approved based on the information provided in your application form and in line with the budget described in Annex II. If you need to make any changes to your project, please notify [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org) immediately and before any changes are implemented.

The UK National Agency is not obliged to approve project change requests and any amendments must be duly justified. Please do not action any changes unless you have had written confirmation that the changes you have requested have been approved.

Any requests for project changes must be received at least **one month** before your project end date.

### 1.11. Legal Representative and Contact Person

If either the legal representative or contact person leave your organisation or are no longer responsible for managing your Erasmus+ project, it is important that you notify us as soon as possible.

To update the legal representative, we will require a new Declaration of Honour signed by the new legal representative and also a letter of appointment which must be on your organisation's letter headed paper, signed by a senior representative within your organisation and stamped (where applicable).

To update the contact person, either the previous contact person or legal representative will need to email [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org) requesting to add the new contact.

**Important note:** Due to data protection security, the UK National Agency can only communicate with the legal representative and contact person. Therefore, it is extremely important you keep us up to date with any staff changes. If the legal representative or contact person change, please let us know immediately.

## 2. Coronavirus guidance

The latest updates and guidance on managing Erasmus+ projects during the outbreak of the coronavirus disease, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter.

In light of the exceptional circumstances created by the COVID-19 pandemic, the European Commission has introduced a series of flexibility measures, taking into consideration the specificities and target groups of each supported activity. These are detailed below;

### 2.1. Staff Mobility

- Where possible, encourage to start with a period of virtual mobility, to replace - when appropriate - or complement (blended mobility) a physical mobility abroad with a minimum duration as set in the Programme Guide.
- In case of force majeure situation, the duration of the physical mobility period can be reduced or cancelled and be replaced by an extension of the virtual mobility period.
- Periods of interruption between the virtual and physical mobility periods are allowed, provided that the activity is carried out within the mobility project duration.
- During the “virtual period” the participant does not receive a grant (Individual support) but the beneficiary organisation receives the normal rate of Organisational Support per participant. Once the physical mobility period starts, the participant is entitled to get the regular grant for the period abroad.
- For structured training courses taking place online only, the units related to Organisational Support are eligible. If the course has both an online and a physical component, the regular unit costs for course fees, travel and individual support apply for the period of physical mobility.
- Activities will need to be confirmed with supporting documents to verify participation.
- Both periods (virtual and physical) count towards recognition of learning outcomes.
- If duly justified and documented, beneficiaries can cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual and blended mobility activities, even if no funds were initially allocated to the Exceptional costs budget category.
- If duly justified and documented by the beneficiary, NAs may also consider eligible any special needs support claimed in order to allow the participation of participants with special needs in virtual activities, under the same rules as specified in the Programme Guide.

### 2.2. Organisational Support

As you will still be receiving Organisational Support, this implies that the beneficiary organisation continues to be responsible for carrying out all necessary tasks to implement qualitative activities (preparation, support during the activity and follow-up) as identified in the programme reference documents, independently from whether the activity takes place physically, virtually or both.

The grant amount is calculated by multiplying the total number of participations in virtual mobility activities by the unit contribution applicable as specified in Annex IV of your Grant Agreement.

### 2.3. Final Reporting

Where activities are delivered virtually as it is not possible or suitable to postpone, this will not imply a lower quality of project.

## 3. Budget Categories and Supporting Documentation

An Erasmus+ grant is intended to provide an incentive to carry out a project which would not be feasible without the European Union (EU) financial support, and is based on the principle of co-financing. Co-financing means that the EU grant may not cover the entire cost of your project and your organisation may also provide a contribution.

**Important note:** The UK National Agency is unable to increase the funding your organisation has been awarded retrospectively.

### 3.1. Unit Costs and Real Costs

Your organisation's Erasmus+ grant is made up of a combination of unit costs and real costs. Your project will only be eligible for unit costs and real costs for activities that are completed.

Budget Category	Cost Type
Organisational support	Unit Cost
Travel	Unit Cost
Individual Support	Unit Cost
Course Fees	Unit Cost
Special Needs Support	Real (Actual) Costs
Exceptional Costs for Expensive Travel	Real (Actual) Costs
Exceptional Costs for Financial Guarantee	Real (Actual) Cost

Your project is entitled to receive unit costs on the condition that the ‘triggering event’ (i.e. the project activity) takes place, your final report is submitted and passes the quality threshold and the supporting documentation is retained as evidence. Failure to produce supporting documentation could result in the activity being deemed ineligible and the costs could be recovered.

Special needs support and both types of exceptional costs are ‘real’ costs, based on actual expenditure. 100% of special needs support costs, 80% of exceptional costs for expensive travel and 75% of exceptional costs for financial guarantee will be eligible only on condition that invoices and receipts are provided.

**Please note:** Exceptional Costs for Expensive Travel will be allowed provided that applicants can justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. If awarded, the exceptional costs for expensive travel replace the standard travel grant.

document here. If you would like to use your own certificate, that will be accepted so long as it contains the relevant information. If you are going on a language course, you will need to provide the **course fee invoices**. If you have special needs support and exceptional costs, you must keep any **receipts and invoices**.

### 3.2. Travel

**Eligible Costs:** Travel is a contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return.

**Supporting Documentation required:** Certificate of Attendance

**Annex III (1.2.A):** For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date.

### 3.3. Individual Support

**Eligible Costs:** Costs directly linked to the subsistence of participants, including accompanying persons, during the activity.

**Supporting Documentation required:** Certificate of Attendance.

**Annex III (1.2.B):** Proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its start and end date.

**Important note:** In a consortium application, members of staff of all participating schools can take part in the mobilities. However, only some members of the lead organisation (when the lead partner is not a school) will be able to take part in mobility activities. If you are unsure of the eligibility to take part of one of the members of staff from the lead organisation, please get in touch with us at [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org)

### 3.4. Organisational Support

**Eligible Costs:** Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.

**Supporting Documentation required:** Final Report and Certificate of Attendance

**Annex III (1.2.C):** Proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its start and end date.

### 3.5. Course Fees

**Eligible Costs:** Costs directly linked to payment of fees for the enrolment in courses.

**Supporting Documentation required:** Certificate of Attendance and Course Fee Invoice.

**Annex III (1.2.D):** Proof of enrolment in the course and of payment of a course fee in the form of an invoice or other declaration issued and signed by the course provider, specifying the name of the participant, the name of the course taken as well as the start and end date of the participant's participation in the course.

**Important note:** Course fees are capped at €700 per participant (equivalent to 10 days of course fees) for the duration of the project, even if the participant attends several courses.

E.g. Participant A attends two courses that last six days each, they would go over the €700 cap and their organisation would be expected to cover the two additional days.

### 3.6. Special Needs Support

**Eligible Costs:** Additional costs directly related to participants with disabilities and accompanying persons.

**Supporting Documentation required:** Invoices of actual costs incurred.

**Article II.2.E:** Invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

### 3.7. Exceptional Costs for Financial Guarantee

**Eligible Costs:** Costs for providing a financial guarantee, if the National Agency asks for it.

**Supporting Documentation required:** Invoices

**Article II.2.B:** Proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

**Please note:** The UK National Agency does not request Financial Guarantee and, therefore, this will not apply to UK projects.

### 3.8. Exceptional Costs for Expensive Travel

**Eligible Costs:** Cost to cover travel of participants when the applicable distance band does not cover 70% of the real cost of travel.

**Supporting Documentation required:** Invoices and proof of travel.

**Article II.B:** proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

### 3.9. Retaining Supporting Documentation

It is very important that you keep all hard copies of supporting documentation and all original invoices and receipts to evidence the funding spent on the mobilities (e.g. flight tickets and invoices,

accommodation invoices, transport receipts and subsistence receipts), in case your project is selected for a compliance check or audit.

As seen in Article II.27.1 in 2020 General Conditions, beneficiaries must keep all original documents for three years, from their project's end date, if the grant is €60,000.00 or under and five years, from their project's end date, if the grant is over €60,000.00.

### 3.10. Compliance and Audit

You could be subject to checks and audits in relation to your Grant Agreement. Below is a list of checks you are, or could be subject to:

- Final Report – applicable to all beneficiaries
- Desk Checks
- On the spot check – during your project and after your project.

For detailed information regarding the different types of checks, please consult pages seven and eight of Annex III.

## 4. Reporting

### 4.1. Reporting Deadlines

It is a contractual requirement that you report on your project; if you do not submit your final report, you will not be entitled to a final payment and a recovery will be issued for the pre-financing payment.

### 4.2. Mobility Tool+

Mobility Tool+ is the online reporting system and this is where you will submit your final report.

At least once a month during the mobility project, you should update Mobility Tool+ and add any new information regarding the participants and mobility activities. If activities have not taken place on a monthly basis, please update Mobility Tool+ upon returning from the activities. Updating Mobility Tool+ is mandatory for all beneficiaries. To access Mobility Tool+, please click [here](#). To be able to access your report on Mobility Tool+, you will need to create an ['EU Login' account](#).

The UK National Agency is here to provide you with support throughout the process and we have produced a [quick start guide](#) for Key Action 1.

**Please note:** Beneficiaries are expected to update Mobility Tool+ on a monthly basis or, at least, every time an activity takes place.

### 4.3. Participant and Final Reports

Each Erasmus+ beneficiary is required to submit a final report within 60 calendar days after the project end date. If the member of staff involved in the Erasmus+ project leaves the organisation, it is still the organisation's responsibility to submit the final report.

All participants who complete a mobility abroad will need to complete their own individual participant report. Once their participant information has been entered online, they will receive an email with a link to complete the report.

After the report has been submitted, it will be assessed by external experts and scored. Your report will be scored out of 100. Please be aware that your total grant amount could be reduced if your report scores below 40 points and you may be asked to repay part of your grant depending on your score. The total grant amount could be reduced by:

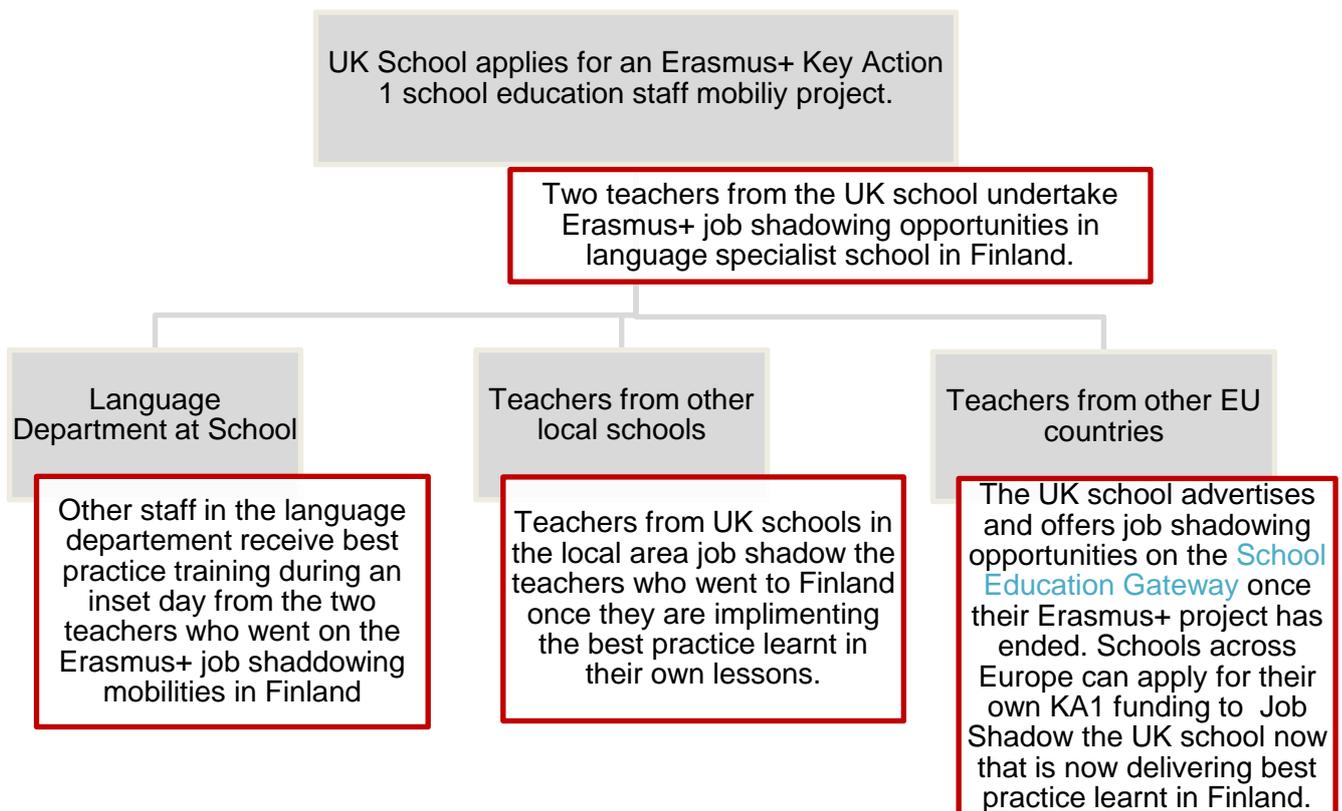
- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;
- 75% if the final report scores below 25 points.

If your grant payment is reduced, your organisation will be asked to repay a proportion of the original grant, depending on the reduction applied.

The final report will be assessed, and depending on the score, final payment will be released within 60 days from the date of submission.

## 5. Impact and Dissemination

Impact and dissemination is an essential part of the Erasmus+ Programme and should be considered throughout the duration of your project. Project impact should consist of both tangible (concrete) and intangible (skills and personal experience) results.



### 5.1. Erasmus+ Project Results Platform

The [Erasmus+ Project Results Platform](#) is a dissemination platform which highlights best practice. It serves as a useful tool in disseminating the outcomes of your project and makes available any tangible resources, products, deliverables and outputs which have resulted from funded projects.

### 5.2. Erasmus+ Logo

Your organisation must use the [Erasmus+ logo](#) and associated wording for any documents and promotional materials (e.g. newsletters, leaflets) produced using Erasmus+ funding.

### 5.3. Media and Press

There is good scope for you to use social, local and regional media for your activity to disseminate any project results. We have produced a [press package](#) to help you with dissemination outside of your organisation.

## 6. Other British Council Opportunities

### 6.1. eTwinning

eTwinning is the Community for Schools in Europe a free and safe platform for teachers to connect, develop collaborative projects and share ideas in Europe including through Erasmus+. Click [here](#) to find out how to quickly register and get started.

You can also use eTwinning to:

- Prepare staff for their Erasmus+ mobility;
- Build contacts with teachers and schools across Europe for future projects;
- Engage pupils in your Erasmus+ project and enrich learning and motivation of pupils and staff;
- Access high quality professional development and ready-made resources;
- Raise standards across the whole school community; and
- Gain recognition for your commitment through eTwinning awards

If you need some help getting started on eTwinning, from registration to finding a partner and starting a project, there is lots of training and support available. The British Council has a network of ambassadors with significant experience using eTwinning. They are also able to arrange a school face to face visit to help get you started. For more information about eTwinning please contact the eTwinning team at: [etwinning@britishcouncil.org](mailto:etwinning@britishcouncil.org).

### 6.2. British Council International School Award

Managed by the British Council, the [International School Award](#) is a supportive and motivational framework that guides schools through their international work. With three certified levels, and free in the UK, the award will take you from introducing international work to the curriculum, to embedding it within your school's culture. There are three entry points to the International School Award:

- Foundation
- Intermediate
- Accreditation and Reaccreditation

The level your school is at will depend on how much international work you have already done. Please contact [isa@britishcouncil.org](mailto:isa@britishcouncil.org) for further information. 2.3 British Council Schools Online

Schools Online helps develop international education in schools by offering development courses and creating partnerships between teachers. Embedding international learning into your classroom is key to deepening students' understanding and respect for the world around them. Why not [register](#) and gain access to a range of classroom resources and development courses.

## 7. Additional Support and Useful Links

We will be in contact with you throughout the duration of your project. It is important, therefore, that you keep us informed of your most up-to-date contact information for the contact person and legal representative you included in your application form. Please let us know via email if your project legal representative (usually your head teacher), or the appointed contact person for your project changes, if they leave your organisation, or their contact details change. You should also let us know if your school bank details change at any time, or you would like to propose changes to your project or project activities. You can contact the UK National Agency at [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org). Please quote your project reference number in all emails.

### 1.1 Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 1 project. You can [contact us](#) via the following channels:

#### Erasmus+ Help Line

You can [contact us](#) by phone via +44 (0) 161 957 7755. Our helpline is open Monday – Friday 08.30 – 17.30 (excluding public holidays).

#### Erasmus+ Email

For project related enquiries you can contact us via: [erasmusplus.schools@britishcouncil.org](mailto:erasmusplus.schools@britishcouncil.org)

## 7.1. Social Media

Keep up-to-date with the Erasmus+ programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:



Sign up to our newsletter [www.erasmusplus.org.uk/subscribe-to-our-newsletter](http://www.erasmusplus.org.uk/subscribe-to-our-newsletter)



Follow us on Twitter: @erasmusplusuk / [www.twitter.com/erasmusplusuk](http://www.twitter.com/erasmusplusuk)



Like us on Facebook: [www.facebook.com/ukerasmusplus](http://www.facebook.com/ukerasmusplus)



View our YouTube channel: [www.youtube.com/erasmusplusuk](http://www.youtube.com/erasmusplusuk)



Follow us on Storify: [www.storify.com/erasmusplusuk](http://www.storify.com/erasmusplusuk)

## 7.2. Useful Links

- [UK National Agency website](#)
- [UK National Agency – Manage your grant, Schools Projects](#)
- [European Commission Erasmus+ website](#)
- [Erasmus+ National Agencies contact details](#)
- [Mobility Tool+](#)
- [Participant Portal](#)
- [School Education Gateway](#)
- [eTwinning](#)
- [British Council Schools Online](#)
- [International School Award](#)

- [Quick Start Guide for Key Action 1 Schools](#)
- [Erasmus+ Projects Results Platform](#)

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