

2017 Key Action 1 (KA1) School Staff Mobility Handbook

KA101

Version 2 (2017): 30 August 2017

This handbook is a guidance document only and is designed to provide information to support your Grant Agreement, including all associated annexes and the [2017 Programme Guide](#). Your Grant Agreement and the 2017 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 2017 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.applications@britishcouncil.org.

Overview of changes to the handbook

This document is version 1 of the 2017 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:

Page number in previous version	Change	Page number in this version
Version 1 (2016) KA101 Handbook	Reduced in size to meet the needs of beneficiaries.	Version 2 (2017) KA101 Handbook

Contents

1. Managing your Key Action 1 School Education Mobility Project.....	4
1.1. The Erasmus+ Programme Guide	4
1.2. Grant Agreement	4
1.3. Project Start and End Dates	5
1.4. Identifying Language Courses	5
1.5. Health and Safety	6
1.6. Insurance.....	6
1.7. Force Majeure	6
1.8. Participant Withdrawals	7
1.9. Project Changes	7
1.10. Legal Representative and Contact Person	7
2. Budget Categories and Supporting Documentation	8
2.1. Unit Costs and Real Costs.....	8

2.2.	Travel	9
2.3.	Individual Support	9
2.4.	Organisational Support	9
2.5.	Course Fees	9
2.6.	Special Needs Support	10
2.7.	Exceptional Costs	10
2.8.	Retaining Supporting Documentation	10
2.9.	Compliance and Audit.....	10
3.	Reporting.....	11
3.1.	Reporting Deadlines	11
3.2.	Mobility Tool+	11
3.3.	Participant and Final Reports.....	11
4.	Impact and Dissemination.....	12
4.1.	Erasmus+ Project Results Platform	12
4.2.	Erasmus+ Logo	12
4.3.	Media and Press.....	13
5.	Other British Council Opportunities	13
5.1.	eTwinning	13
5.2.	British Council International School Award	13
5.3.	British Council Schools Online	14
6.	Additional Support and Useful Links	14
6.1.	Contacting Us	14
6.2.	Social Media	14
6.3.	Useful Links	15

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 of 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 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 [2017 Programme Guide](#):

▪ General Information about Erasmus+	Pages 5 – 27
▪ General Information about Key Action 1	Pages 29 – 30
▪ Key Action 1 Higher Education Overview	Pages 62 – 68
▪ Information for Applicants	Pages 244 – 260
▪ Specific rules for KA1 School Education Mobility	Pages 273 – 275
▪ Dissemination	Pages 309 – 314
▪ Glossary of Key Terms	Pages 315 – 322
▪ Useful References and Contact Details	Pages 323 – 325

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	Page 5
▪ Article I.3.1	Maximum grant awarded	Page 5
▪ Article I.4.4	Final reporting and final payment	Page 6
▪ Article I.9.1	Mobility Tool+	Page 10

Grant Agreement Part II – General Conditions

These are the General Conditions you are agreeing to when you signed 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 funding for the different budget categories.

Annex III: Financial and contractual rules

This annex provides detailed information on the financial and contractual rules surrounding 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.

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.applications@britishcouncil.org.

1.3. Project Start and End Dates

All of your Erasmus+ activity must take place within your project start and end date, as specified in Article I.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.

1.4. Identifying Language Courses

All mobilities must be transnational (e.g. UK > another programme country). Mobilities which take place domestically within the United Kingdom are not eligible.

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 language 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 existing eTwinning username and password.

School Education Gateway has three vital tools:

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

1.5. Health and Safety

You must 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 should 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](#)

1.6. 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 that all participants have the relevant insurance in the case that they are unable to travel.

1.7. Force Majeure

Force Majeure is defined on page 318 of the 2017 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.applications@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.

1.8. 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 64 of the [2017 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.

1.9. Project Changes

Your 2017 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, you must notify erasmusplus.applications@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.

1.10. 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, you must 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.applications@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. Budget Categories and Supporting Documentation

An Erasmus+ grant is 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 implies that the EU grant may not finance the entire costs of the project.

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

2.1. 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 realised.

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	Real (Actual) Cost

Your project is entitled to the unit costs provided that a triggering event happens (i.e. the project activity), 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 exceptional costs are ‘real’ costs, based on actual expenditure. 100% of special needs support costs and 70% of exceptional costs will be eligible only on condition that invoices and receipts are provided. You cannot spend money from either of these budget categories if you have not been awarded funding for it.

Important note: The main supporting documentation for 2017 Key Action 101 projects is the **certificate of attendance** for all participants. You can download the [certificate of attendance](#) 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.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. Special Needs Support

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

Supporting Documentation required: All invoices

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.

2.7. Exceptional Costs

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

Supporting Documentation required: Invoices

Article II.2.E: 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.

2.8. 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.27.2 in 2017 General Conditions, beneficiaries must keep all original documents for three years if the grant is €60,000.00 or under and five years if the grant is over €60,000.00.

2.9. 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.

3. Reporting

3.1. Reporting Deadlines

It is a contractual requirement that you report on your project, it is not optional.

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.

Important note: Your final report will be due no later than **60 calendar days** after your project end date. Be aware of your project end date as your reporting deadline may fall within school holidays. Your final report will still need to be submitted by the deadline, even if this is outside of term time.

3.2. 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 must update Mobility Tool+ and add any new information regarding the participants and mobility activities.

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 comprehensive [Mobility Tool+ guide](#) and a [quick start guide](#) for Key Action 1.

3.3. 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.

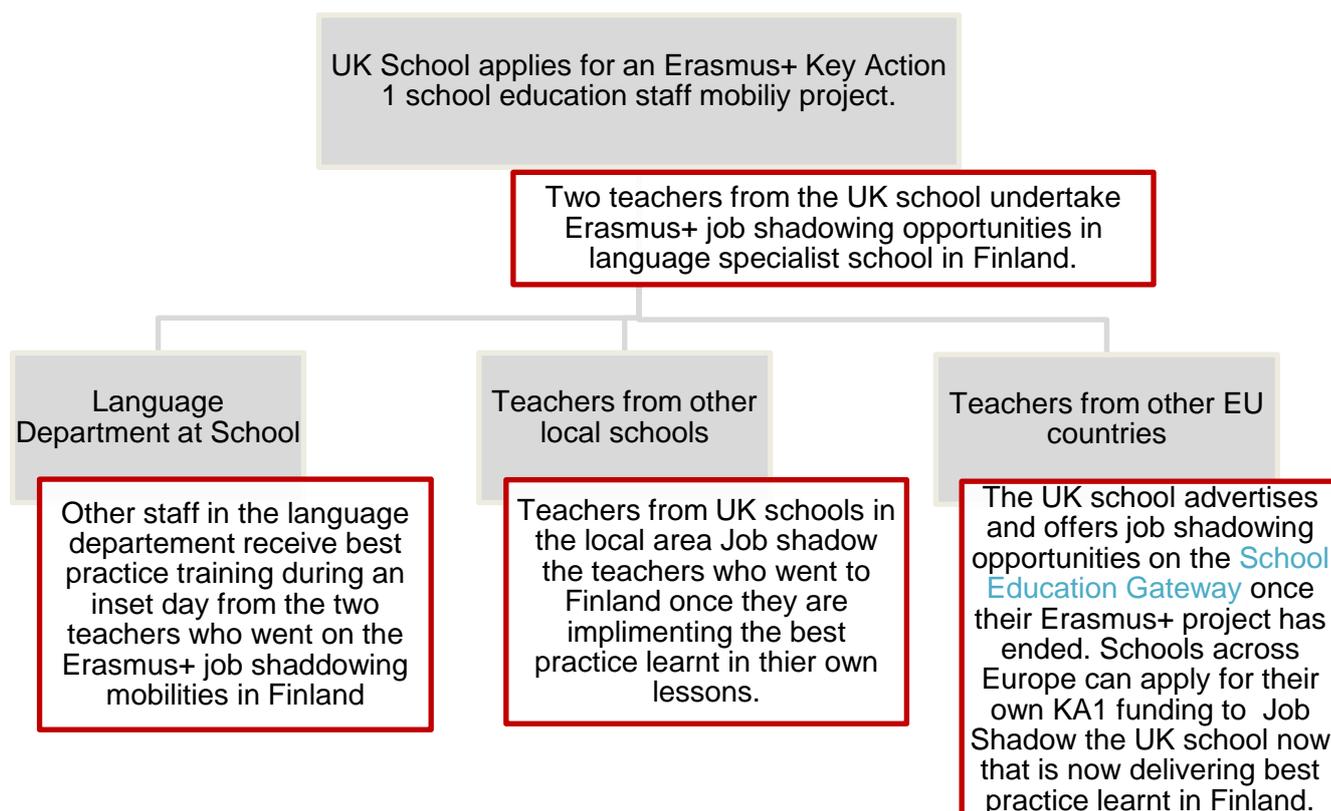
After the report has been submitted, it will be assessed by external experts and scored. Your report will be scored out of 100 and the total grant amount could be reduced by:

- 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.

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

4. Impact and Dissemination

Impact and dissemination is one of the crucial points 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.



4.1. 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.

4.2. 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.

4.3. 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.

5. Other British Council Opportunities

5.1. 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.

5.2. 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 for further information.

5.3. 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.

6. 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 detail 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.applications@britishcouncil.org. Please quote your project reference number in all emails.

6.1. 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.applications@britishcouncil.org

6.2. 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



Follow us on Twitter: @erasmusplusuk / www.twitter.com/erasmusplusuk



Like us on Facebook: www.facebook.com/ukerasmusplus



View our YouTube channel: www.youtube.com/erasmusplusuk



Follow us on Storify: www.storify.com/erasmusplusuk

6.3. 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](#)
- [Mobility Tool+ Guidance](#)
- [Quick Start Guide for Key Action 1 Schools](#)
- [Erasmus+ Projects Results Platform](#)

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