

VET Mobility Charter Guide for Applicants

Deadline: 11am (UK time) on Thursday 17 May 2018

Version 1: April 2018

Overview of changes to the Guide

This document is version 1 of the VET (Vocational Education and Training) Mobility Charter Guide for Applicants under the 2018 Call. If future versions of the Guide for Applicants are created, the table below will record an overview of changes made compared to previous versions:

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INTRODUCTION

Who is this guide for?

This step-by-step guide is to help UK organisations complete the Key Action 109 (KA109) Erasmus+ Vocational Education and Training (VET) Mobility Charter Accreditation application eForm under the 2018 Call, and should be read in addition to the [2018 Erasmus+ Programme Guide \(PDF\)](#).

This guide is for those organisations who are considering applying to be accredited with the VET Mobility Charter only. If you wish to apply for funding for a Key Action 1 mobility project in VET or other fields, or a Key Action 2 or Key Action 3 project, please see the [‘Apply for funding’](#) section on the Erasmus+ website and choose the relevant field.

Using this guide

This guide is split into three key sections:

1. Before you apply
2. Completing the application eForm
3. Further help and advice

Please review each section of this guide before completing an application to ensure that your organisation is compliant with the Erasmus+ Programme rules and has completed the necessary steps to submit a complete and eligible application in advance of the application deadline.

PART I: BEFORE YOU APPLY

Before you apply for a Key Action 1 VET Mobility Charter Accreditation, we recommend you complete the following steps:

1. Read more about the VET Mobility Charter.
2. Check the eligibility criteria and that you are an eligible organisation.
3. Check whether your organisation has a Participant Identification Code (PIC).
4. Register on the European Commission's Participant Portal (if applicable).
5. Review your organisational and financial capacity.
6. Upload or update the Legal Entity and Financial Identification Forms (if applicable).
7. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about the VET Mobility Charter

You should read the [2018 VET Charter Call document](#) for essential information provided by the European Commission on the Charter including how it is awarded and how it is monitored.

It is also recommended that you visit the below documents and websites to find out more about the Charter, including eligibility and quality assessment criteria, and application procedures.

- The relevant sections of the 2018 Programme Guide (PDF) are pages 54-56 and page 270, which provide information on accreditation in VET mobility.
- The Erasmus+ UK website: <https://www.erasmusplus.org.uk/vet-charter>, is where you can find the European Commission's Instructions for completing the 2018 VET Charter eForm and the Erasmus+ VET Mobility Quality Commitment document.
- The [VET Mobility Charter Factsheet](#) which provides an overview of key information on applying for the accreditation.

1.1 What is the VET Mobility Charter?

The VET Mobility Charter recognises the operational capacity of an organisation to manage high quality VET mobility projects under Key Action 1, their long-term commitment to continuous

improvement of mobility and the strategic approach of the organisation to incorporate transnational mobility in its activities.

The Charter allows VET organisations, with a proven track record of delivering high quality mobility placements, to have a longer term planning framework for the delivery of their Key Action 1 VET mobility projects. It is intended to encourage organisations that have a proven track record in organising and delivering VET mobility for learners and staff to further develop their European internationalisation strategies. European internationalisation is not just the furthering of learning in another Erasmus+ Programme country by embedding high quality mobility activities into curricula; it also involves developing international approaches throughout the sending organisation, for example by networking with bodies in other countries, promoting the learning of foreign languages and looking beyond national VET approaches.

The acquirement of the VET Mobility Charter in 2018 allows VET Mobility Charter holders to apply in a simplified way under the Erasmus+ Key Action 1 Mobility for VET Learners and Staff as of 2019. It aims also to support the capacity building of sending organisations to organise quality mobility for learners and staff, whilst at the same time rewarding, promoting and further developing quality in mobility.

The certificate will be issued for the duration of the Erasmus+ programme, therefore until 2020, subject to satisfactory performance. Once the Charter has been awarded, organisations will submit a simplified application under Key Action 1 for VET in subsequent years instead of the full application. Those who are awarded the Charter in 2018 will be able to apply in this simplified way from the 2019 Call onwards. Charter Holders will be subject to regular monitoring and reporting activities. The UK VET Mobility Charter holders will be identified on the Erasmus+ websites of the UK National Agency and of the European Commission, in order to make them more visible to companies in Europe as sources of high calibre staff and learner placements.

Please note that the award of the VET Mobility Charter does not imply any direct funding nor any guarantee for funding under the Key Action 1 Mobility for VET Learners and Staff.

If you apply for the Charter and are not awarded, this does not in any way prevent you from submitting applications in the usual way under Key Action 1 Mobility for VET Learners and Staff, as indicated in the Erasmus+ Programme Guide under subsequent application deadlines for VET Mobility projects.

The VET Mobility Charter is not obligatory for participation in Erasmus+ programme. VET Mobility in the Erasmus+ Programme is open to new organisations and smaller institutions.

1.2 Erasmus+ and Brexit

The UK Government has stated publicly that, subject to successful negotiations, the United Kingdom will continue to benefit from Erasmus+ until the end of the current programme in 2020. It will underwrite successful bids for Erasmus+ funding that are submitted while the UK is still a Member State, even if they are not approved until after we leave, and/or payments continue beyond the point of exit.

UK organisations wishing to apply for funding in 2018 should prepare for participation as usual ahead of the 2018 application deadlines. More information is on the Brexit webpage at <https://www.erasmusplus.org.uk/brexit-update>.

1.3 2018 Erasmus+ Programme Guide

The 2018 Erasmus+ Programme Guide provides essential information about Key Action 1 Vocational Education and Training, including eligibility and quality assessment criteria, application procedures and formal requirements.

The 2018 Erasmus+ Programme Guide can be viewed as a [pdf document](#) or accessed [online](#).

For Key Action 1 VET applications, the relevant sections of the Erasmus+ 2018 Programme Guide (pdf version) are:

- Pages 7 to 10: ‘What are the objectives and important features of the Erasmus+ Programme?’
- Page 25 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 49 to 60 (specific information on requirements for mobility projects for VET learners and staff), including:
 - Eligibility and quality assessment criteria for VET Mobility Charter, pages 54 to 55
 - Funding rules, pages 57 to 59
- Pages 244 to 262 (information for applicants, including procedures, exclusion criteria and formal requirements)
- Pages 270 to 274 (specific information on VET mobility projects for before, during and after mobilities).

1.5 New Priority of KA1 Mobilities: ErasmusPro

Under the 2018 Call 'ErasmusPro' became a priority. ErasmusPro is a policy initiative, responding to calls from the European Parliament to increase the quality of VET and employability of VET learners through long term mobility placements. Long-term mobility placements are defined as holding a mobility duration of 3 to 12 months *or* 90 days and 366 (inclusive) + 2 travel days.

If you are successful in becoming a VET Mobility Charter Holder (and therefore apply for funding in future Call years under the simplified application form: KA116), your application will be prioritised for funding above other VMC Holder applications if they included ErasmusPro activities. Applications which include ErasmusPro activities, also allow applicants to request funding for Advance Planning Visits (APV). These allow you to meet your host partner face to face to prepare the mobility together in order to facilitate inter-institutional cooperation, better prepare the mobilities and ensure long-term mobilities are high quality, i.e. in order to arrange the logistics of ErasmusPro mobilities. The eligibility criteria for these visits is outlined on page 52 of the 2018 Programme Guide. Important points to note include are: (i) the duration of a visit can be between 1 and a maximum of 3 working days, excluding travel days; and (ii) each APV is limited to one participant, i.e. one staff member only from the applicant organisation and per hosting organisation.

ErasmusPro activities are expected to continue to be a priority under future Call years. It is therefore recommended that, where possible, applicants include or aim to extend the durations of learner mobilities so that ErasmusPro activities form part of their European Internationalisation Plan.

1.4 Case Studies

For further inspiration and real life case studies, visit our [website](#) for information on funded Key Action 1 VET projects.

1.5 Other

The following should be used to prepare and inform your application:

- For an overview of the European initiatives in the field of VET and for links to applicable documents, please see: http://ec.europa.eu/education/policy/vocational-policy_en.

Other useful links associated with VET policy and strategy, entrepreneurialism and multilingualism are available in Annex IV of the 2018 Programme Guide. A selection can be found below:

- ET2020 – a strategic framework for European cooperation in education and training

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52009XG0528\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52009XG0528(01)&from=EN)

- Bruges Communiqué
http://ec.europa.eu/education/policy/vocational-policy/doc/brugescom_en.pdf
- Europe 2020
https://ec.europa.eu/info/business-economy-euro/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester/framework/europe-2020-strategy_en
- Languages for Jobs – Providing multilingual skills for the labour market
http://ec.europa.eu/languages/policy/strategic-framework/documents/languages-for-jobs-report_en.pdf
- An overview of the tools used to recognise skills and qualifications can be found at www.skillsforeurope.uk. These link into the selection highlighted below:
- EQF (European Qualifications Framework) – to discover the levels of your qualification abroad <https://ec.europa.eu>
- Europass - to record and present the competences acquired by participants during the mobility, which is a requirement for all learner mobilities
<http://europass.cedefop.europa.eu/en/home>
- ECVET - enables the skills that participants gain whilst abroad to be validated and credit gained http://ec.europa.eu/education/policy/vocational-policy/ecvet_en
- EQUAVET – to develop and improve quality assurance in VET
<http://www.eqavet.eu/gns/home.aspx>
- ESCO - The classification identifies and categorises skills, competences, qualifications and occupations relevant for the labour market and education and training
<https://ec.europa.eu/esco/portal/home>

2. Check that you are an eligible organisation

2.1 Eligible applicants

Applications for the VET Mobility Charter can be submitted by either a VET organisation (or its subsidiary/branch) who sends learners and staff abroad or by a coordinator of a national mobility consortium, as follows:

- for applications submitted by an individual VET organisation: the applicant must be a VET organisation established in a Programme Country sending its own learners and staff abroad;
- for applications submitted by a national mobility consortium: the applicant must be the coordinator of the national mobility consortium.

2.2 Eligible participating organisations

A participating organisation (for example, a consortium member) can be:

- any public or private organisation active in the field of VET (defined as a VET organisation);
or
- any public or private organisation active in the labour market.

Please refer to the VET Mobility Charter Call document for examples of eligible participating organisations. Organisations must be based and registered in a Programme country. For information about the specific eligibility criteria for Key Action 1 VET projects, refer to pages 50 - 52 of the 2018 Erasmus+ Programme Guide.

2.3 Additional Eligibility Criteria

The VET Mobility Charter Call document specifies additional eligibility criteria, as follows:

- the application is submitted to the National Agency of the country in which the applicant organisation/consortium is established;
- the application is made using the official electronic application form;
- the application form is completed in full, including annexes where necessary;
- the application form is completed in one of the official EU languages, with the exception of applications submitted to National Agencies in the EFTA/EEA and candidate countries. If an organisation applies to the UK National Agency, the form must be completed in English;

- the application is submitted by the advertised deadline.

2.4 Applying as a consortium

It is possible to apply for the VET Mobility Charter as part of a national consortium. If you are applying on behalf of a national VET consortium,

- all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for the Charter
- a consortium must comprise of at least three VET organisations. For UK national consortiums your consortium must comprise of your organisation and at least two other UK organisations
- within a consortium, the sending organisations must be organisations providing Vocational Education and Training and sending their own learners and staff abroad.

Consortiums may already be either legally or informally established or they can be new. Each sending VET organisation remains responsible for the quality, the content and the recognition of the mobility periods. Each member of the consortium is required to sign an agreement with the consortium coordinator specifying the roles and responsibilities of consortium members. These agreements need to be annexed to your VET Mobility Charter eForm. More information on these agreements can be found on pages 52-53 of this guide.

If you are a consortium, please reflect this in the whole of the application form and refer to the respective roles, activities and goals of each member of the consortium. The purpose of mobility consortia is to facilitate the organisation of mobility activities and to offer added value in terms of quality of activities compared to what each individual sending VET institution (e.g. VET school) would be able to deliver alone. Please note **the applicant must be the coordinator of the national mobility consortium and members of the consortium must be sending their own learners and/or staff abroad.**

The member organisations of a VET mobility national consortium are expected to pool or share services related to the organisation of mobility and develop their European internationalisation through mutual cooperation and sharing of contacts. Joint activities typically include:

- joint administration;
- contractual and financial management of mobilities;
- joint selection and/or preparation and mentoring of participants;

- where relevant, a centralised point for finding enterprises and for matchmaking enterprises and participants;
- the mobility consortium can also act as a facilitator for incoming trainees and staff.

The consortium coordinator (the applicant organisation), possibly together with other/intermediary organisations, should play an active role in fostering contacts with enterprises and finding opportunities for traineeships and training places for staff, in promoting these activities and providing information, etc.

If you add consortium members into the application form, you will need to provide **signed partner mandates for each member of the consortium** when you apply for the next round of Key Action 1 VET Mobility funding. The mandate should be between the applicant organisation and the relevant partner. The European Commission has provided a partner mandate template which must be used and which can be downloaded at <https://www.erasmusplus.org.uk/FILE/780>.

If awarded the Charter, any changes requested regarding the composition of the consortium, for example if a new member wishes to join or a member withdraws from the consortium, will be subject to eligibility requirements and approval from the UK National Agency. Changes to the consortium are not likely to be approved unless necessary due to exceptional circumstances which force a change to the composition of the partnership.

2.5 Selection Criteria

In order to be eligible for the Charter, on top of the eligibility criteria given above, the following selection criteria apply:

- **Individual applicants:** applicants must have completed at least three VET mobility projects with an average budget consumption rate of at least 80% for the last three completed projects.
- **Applications submitted on behalf of a consortium:** either the consortium as a whole or each individual organisation must have completed at least three VET mobility projects. In addition, either the consortium as a whole or each individual organisation must have had an average budget consumption of 80% from the last three completed projects.

In the case of a consortium, either the consortium as a whole or each individual organisation must have had an average budget consumption of 80% for the last three completed projects. If the consortium is not experienced working together and has therefore not completed three mobility projects together, then each individual member of the consortium must show that they have completed three projects, with the required consumption rate, for the consortium to be eligible.

2.6 Exclusion Criteria

Please ensure that you and your partners have read and understood the Exclusion Criteria in the 2018 Erasmus+ Programme Guide as referenced on pages 245-247.

An applicant will be excluded from participating in Calls for proposals under the Erasmus+ Programme or will be rejected from the award procedure if it is found in one of the situations described in the Criteria.

2.7 Double Funding

Organisations must ensure that Erasmus+ funding is used to deliver the activities that are set out in their application. In cases where organisations are receiving other funding from other sources to deliver similar activities, including other EU and National funding programmes, you must indicate in the relevant section of the application form the sources and amounts of any other funding received or applied for in the year, whether for the same project or for any other project including operating grants.

2.8 Erasmus Charter for Higher Education (ECHE) Accreditation

In order to participate in Erasmus+ projects, Higher Education Institutions (HEIs) such as universities and other organisations whose core work is in the field of Higher Education, must hold the Erasmus Charter for Higher Education (ECHE). This includes HEIs Programme Countries participating as funded partners in Erasmus+ projects. You can find further information about the Erasmus Charter for Higher Education [on our website](#).

3. Check whether your organisation has a Participant Identification Code (PIC)

As you will have applied for Erasmus+ funding before, a Participant Identification Code (PIC) will have already been assigned to your organisation. However, it is worth bearing in mind that all organisations involved in a project funded by the Erasmus+ programme must first register with the European Commission using the Participant Portal and provide their basic legal and financial data in the [Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal](#). Once registered organisations will receive a nine digit Participant Identification Code (PIC) unique to their organisation.

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

The Participant Portal is accessible via an individual's EU Login account. If you have not previously registered on EU Login, you can create an account [here](#). If you are the contact person for your project, you must register for an EU Login account even if your organisation already has a PIC.

The PIC is directly linked to the information registered on the Participant Portal. The PIC enables you to enter all of your organisation's details into your application form simply by inserting your PIC into the form. The contact person will have access to upload documents to the PIC and make changes to the organisation's information.

As your organisation is already registered and has a PIC number, you do not need to register again. However, you will need to upload new legal and financial identification forms dated for 2018. For further details, see pages 15-17 of this guide.

Important note: You will be expected to use the Participant Portal throughout your project's lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct, up-to-date and that you always have the login details to access the Portal.

We recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues with your PIC.

Important note: Following guidance from the EC at the end of 2016, in order to avoid or minimise potential misuse of organisational data, we strongly recommend that the domain address used for emails in the Participant Portal matches the legal signatory and the contact person's domain email address used in the application form (e.g. john.smith@abc.com and ana.rosi@abc.com)

If the email domain address in the application form is different from that provided in the Participant Portal, such applicants might be checked by the UK National Agency for correctness and validity of data provided in either the application form or Participant Portal.

4. Review your organisational capacity

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the UK National Agency and the 2018 Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the UK National Agency.

The above must be detailed in the application form. Where necessary, further information may be requested.

5. Upload or update the Legal Entity and Financial Identification Forms

Once registered, all organisations must have their legal status validated by the National Agency in their country; this includes both applicants and partner organisations in a project. Organisations cannot receive Erasmus+ funding or accreditation until they have been validated. To enable the UK National Agency to validate your organisation, you will need to upload certain documents onto the Participant Portal.

Your organisation and any consortium partners must **upload a Legal Entity Form** to the Participant Portal as well as supporting documents for this form. The Legal Entity Form template can be found here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm There are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the appropriate form, depending on whether your organisation is a 'Private

Company’ or a ‘Public Entity’. The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation’s legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. For more information, please have a look on the [FAQs section](#) of the Participant Portal and on the [Erasmus+ UK website](#).

As an applicant, you will also need to **upload a Financial Identification Form**. You can find the Financial Identification Form template here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent bank statement, dated no later than 18 months prior to the application deadline, for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If your organisation was successful in securing Erasmus+ funding, at a later stage you will be asked to upload a ‘Refined Bank Details Form’ and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

If you have applied for Erasmus+ funding before and already have been validated by the UK National Agency, you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document in their place; please remember to include a document version number or a date of creation. For example, you may need to update your bank details on your Financial Identification form to meet the requirements outlined below:

All Erasmus+ grants are paid in Euros. Therefore, it is recommended that you **use a Euro bank account** to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account.

Other conditions include the following:

- **Account Holder and Account Name** - These must be in the name of the organisation (not an individual).
- **IBAN Number** – It is mandatory that the IBAN number for your bank account start with ‘GB’ for UK bank accounts or the account will not be able to receive payment.
- The **Branch Address** must be in the UK.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. Therefore, your organisation being validated does not imply a successful outcome of your application.

For more information about registering and uploading documents to the Participant Portal, as well as updating information and previously uploaded documents, please refer to the Participant Portal manual.

Useful tip: Please note that any information included in the Legal Entity Form and Financial Identification Form must match the details in the application form and the Participant Portal.

6. Ensure you understand the quality criteria against which your application will be assessed

In order for you to write a high quality VET Mobility Charter application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

1. a formal eligibility check undertaken by the UK National Agency staff (against the eligibility criteria published in the VET Mobility Charter Call document); and
2. a qualitative assessment undertaken by external experts who will have been selected based on their experience and knowledge of VET.

Please bear in mind that if you were unsuccessful in a previous round and intend to submit your application again, you should rework it taking the feedback given previously by external assessors into account. You are not allowed to submit exactly the same application form twice, so make sure you improve your application as much as possible if you are resubmitting.

Experts will assess each section of the application form against the following criteria:

<p>Relevance of the experience in transnational VET mobility related to the objectives of the call (maximum 30/100 points)</p> <p><u>N.B.</u> In case of an application by a national mobility consortium, the consortium as a whole <u>or</u> each individual member of the consortium will be assessed on this criterion.</p>	<ul style="list-style-type: none"> ▪ The extent to which the applicant organisation has experience in transnational VET (Leonardo) mobility projects and the extent to which the previous transnational mobility projects are proportionate to the organisation's size and show a strategic approach to international activities; ▪ The extent to which previous projects demonstrate an appropriate level of implementation in terms of quality of management, satisfaction of participants, recognition of competences, use of previous LDV certificate, etc.; ▪ The extent to which the previous VET mobility activities and strategies demonstrate a commitment to quality and long-term development.
<p>Relevance of the European Internationalisation strategy: institutional strategy, developments and commitment to transnational VET mobility (maximum 40/100 points)</p> <p><u>N.B.</u> In case of an application by a national mobility consortium, the consortium as a whole <u>and</u> each individual member of the consortium will be assessed on this criterion.</p>	<ul style="list-style-type: none"> ▪ The extent to which a clear, genuine and qualitative approach to developing sustainable European internationalisation has been instigated, including transnational mobility; ▪ The level of clarity, consistency and relevance when proposing long term strategy in developing transnational mobility activities; ▪ The extent to which the operating environment, curricula developments and relevant future skills demands in working life are taken into account in the institutional strategy; ▪ The level of quality of the action plan to achieve the aims of the internationalisation strategy; ▪ The extent that outgoing and incoming learner and staff mobility is structurally embedded and where possible linked to the curricula; ▪ The extent to which development plans over the next five years are realistic in the light of the track record in previous projects in transnational VET mobility.
<p>Organisational issues and quality management (maximum 30/100 points)</p> <p><u>N.B.</u> In case of an application by a national mobility consortium, the consortium as a whole <u>and</u> each individual member of the consortium</p>	<ul style="list-style-type: none"> ▪ The extent to which the applicant organisation shows high quality levels of general management of mobility, including internal management structure, human resources and mobility organisation from preparation through to recognition and dissemination and evaluation; ▪ The extent and the duration of a clear long-term commitment to the complete cycle of organising mobility; ▪ The extent of the commitment to quality management, with emphasis on human resources, sustainable structures and cooperation and communication between the participating organisations;

<p>will be assessed on this criterion.</p>	<ul style="list-style-type: none"> ▪ The extent to which the envisaged organisational and mobility developments are explained clearly and are consistent with the overall nature and quality of the European internationalisation strategy; ▪ The appropriateness of measures envisaged to undergo periodic self-assessment and improve the quality management of mobility over time.
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You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria. You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof-read your application.

Important note: Any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for the Charter. In addition, a proposal needs to score more than 70 points in total. If these two criteria are not met, the proposal will not be considered successful. For example, if an application scores 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and that you pay attention to all aspects of the project.

All text and accompanying annexes will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form, answering the questions in full.

Preparation Checklist

Please check the following before completing your application form:

<input type="checkbox"/>	Have you read the 2018 VET Charter Call document and the relevant sections of the 2018 Call Programme Guide?
<input type="checkbox"/>	Have you checked whether this is the right Key Action and field for your desired accreditation?
<input type="checkbox"/>	Have you checked whether your organisation is eligible to apply for the VET Mobility Charter and Erasmus+ funding?
<input type="checkbox"/>	Does your organisation have a PIC number?
<input type="checkbox"/>	If your organisation does not have a PIC yet, have you registered on the European Commission's Participant Portal via EU Login?
<input type="checkbox"/>	Are all your details on Participant Portal correct and up-to-date?
<input type="checkbox"/>	Are any UK consortium partners aware of the Participant Portal requirements?
<input type="checkbox"/>	Have you reviewed your Organisational Capacity to ensure you have capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement?
<input type="checkbox"/>	Have you uploaded the updated Legal Entity Form onto the Participant Portal along with any required supporting documents (if applicable)?
<input type="checkbox"/>	Have you uploaded the updated Financial Identification Form onto the Participant Portal, along with any required supporting documents (if applicable)?
<input type="checkbox"/>	Have you checked the quality criteria against which your application will be assessed?

PART II: COMPLETING THE APPLICATION

In order to help you put together a good quality VET Mobility Charter application we have developed a step-by-step guide to assist you in filling out the electronic application form (eForm). **Please note the eForm is no longer a PDF document and must be completed online in your web browser.** You will need to use your EU Log-in details (please see page 14 of this guide) to access the web application form. Please ensure you open a correct application eForm.

The following pages will take you through the different sections of the eForm, emphasise the most important parts and highlight potential stumbling blocks.

It is compulsory to complete the eForm when applying for the VET Mobility Charter. The eForm can be downloaded from the [VET Charter](#) section on the Erasmus+ UK website. Please ensure you download the correct application form, which features the heading “KA109 – Vocational Education and Training Mobility Charter” at the top right-hand corner of each page. eForms for previous Call years and for other fields of education, training and youth are not eligible.

It is important to note at the application stage that if approved, you will be contractually bound by the UK National Agency to the information provided within your application form throughout the course of the Charter accreditation. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore when completing your application you must ensure that the information you are presenting (including partners, countries, participants involved, as well as the planned activities) is correct, realistic, and not subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

1. Adobe Reader requirements

The form has been successfully tested on the following browsers: Internet Explorer 11.0, Firefox 45.7 and Chrome 56.0. We recommend that where possible you use a PC to complete the form.

You will also need PDF reader software (such as Adobe Reader) to print, sign and scan the Declaration of Honour page, which needs to be annexed to your application. The minimum Adobe Reader version that you should use is Adobe Reader 9.3.3 or higher (except Adobe Reader DC version 15.8). The recommended version is Acrobat Reader DC version **15.20**. You can download the appropriate Adobe Reader for your software from <https://get.adobe.com/uk/reader/otherversions/>.

Some Mac computers are not compatible with the eForm. We recommend, where possible, that you **use a PC** to complete the eForm.

Important note: The latest version (15.20) of Acrobat Reader DC is compatible with the eForm and so is version 15.9 and 15.7 or earlier versions. However, please note that if you have downloaded Adobe Acrobat Reader DC Version 2015.008 (15.8) the eForm will **not** work properly and will display the following error message: "The form cannot be opened. Please contact your National Agency's helpdesk for further information". Therefore, please **do not** use version 2015.008 (15.8) of Adobe Acrobat Reader DC.

The European Commission have also advised that the following versions will result in an error to the start date of your project and therefore **should not be used**:

- Adobe Reader DC Version 2015.023.20053
- Adobe Reader DC Version 2015.006.30279

When completing the application if you are using one of the versions mentioned above it will not work and you will not be able to fill it in. The following message will be displayed: "The Acrobat Reader version you are using has known issues with display or calculation of the form data. Please download and install the latest version of Adobe Reader from <http://get.adobe.com/reader/>".

Adobe Reader and Acrobat Reader DC are the only accepted readers. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic form and may even corrupt it and the message starting with "Unable to read form. Do not save and exit the program as it may cause data corruption or loss" will show.

2. Accessing the eForm

The eForm can be accessed here on the Erasmus+ Forms website:
<https://webgate.ec.europa.eu/web-eforms/>

When you click on the link to access the online eForm, the **EU Log-in page** will automatically show on your screen. If you are having difficulties logging into the EU Log In, please refer to <https://webgate.ec.europa.eu/cas/contact.html> for guidance.

After logging in you will then see the 'Home' screen with 2 tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select "Vocational Education and Training Mobility Charter" to open a new version of an online eForm.
- 'My applications' tab where all the submitted or draft applications will be displayed.

You have to be connected to the internet to enter information into the form. The eForm does not have a 'Save' button as it is **automatically saved every 2 seconds**.

If you close the application, you can edit it again via 'My applications' tab on the 'Home' page and by clicking on the grey 'Menu' button (a box with three black bars in it) on the right hand side of a given application version, choosing the 'Edit' function. This way you can return to your application and complete it as many times as necessary. Please note that each draft application that you open by clicking the 'Apply' button in the 'Open Calls' tab will have a unique form ID number. To be able to return to an appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed here once it has been populated in the eForm.

To log out, you will need to completely close the browser that you are working in.

3. Completing the eForm

Please allow plenty of time to complete the eForm. You should also **submit your application eForm well in advance of the deadline**. This gives you time to seek support if you face technical difficulties, which can take time to resolve.

The eForm must be completed in one of the official languages used in Programme Countries. eForms submitted to the UK National Agency should be completed in English. If completed in another language, you will be asked to translate the content of your form into English.

You must ensure that each section of the application form is completed in full and answers the question(s) asked in each section; you should avoid duplicating information and ensure consistency and clarity. You must also ensure that any activities mentioned in your eForm conform to the Erasmus+ guidelines and eligibility criteria (target group, placement duration, partners and financial provisions). Remember to **proof read your application**.

If you need further guidance on completing the eForm, you can also read the [European Commission's technical guidelines](#). This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

Important note: When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

3.1 Technical Information – filling in the fields

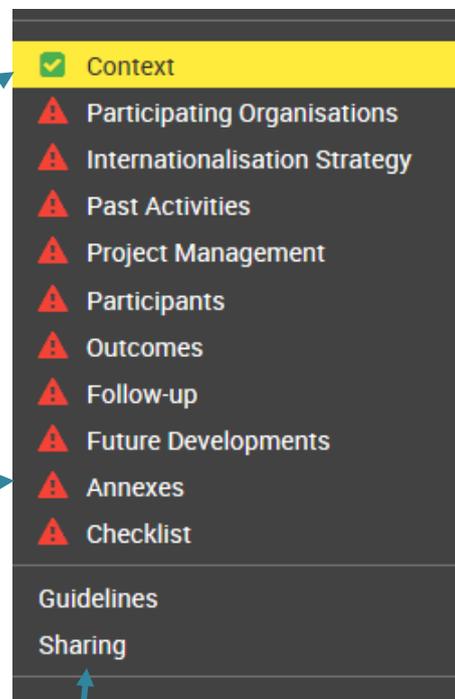
In addition to the information below, please also refer to the European Commission’s guidelines on the technical aspects of the Web eForm which can be found at <https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines> and you can press on the ‘Guidelines’ button, as displayed in the menu screenshot below.

You should fill in all the required fields in the form, using the mouse or tab keys to navigate.

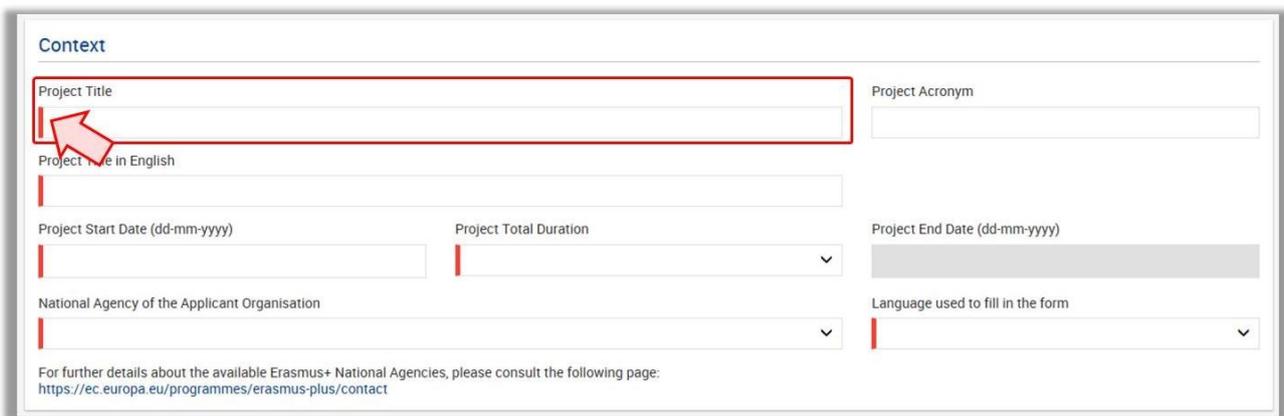
The screenshot below is of the menu found on the left-hand side of your Web form screen, which displays each section of the application form:

Once all the mandatory fields in a given section have been completed correctly, the section will be marked with a **green tick (on a yellow background) icon**.

If there is any information missing in a section or if not all the application rules have been respected, a section will be marked with a **red exclamation triangle icon**. Most individual questions will be marked in the same way to make it easy to identify and fix any issues.



Enter the email address linked to the EU Login account of the individual you want to share the application with. See section 5 below for more details.



Context

Project Title

Project Acronym

Project Name in English

Project Start Date (dd-mm-yyyy)

Project Total Duration

Project End Date (dd-mm-yyyy)

National Agency of the Applicant Organisation

Language used to fill in the form

For further details about the available Erasmus+ National Agencies, please consult the following page:
<https://ec.europa.eu/programmes/erasmus-plus/contact>

Please also note that:

- Mandatory fields are marked with a red stripe on the left hand side and you will need to complete all of them in order to be able to submit the form.
- Individual mandatory fields that have been completed will be marked with a green line.
- Throughout the form you can acquire new information about particular questions by positioning your mouse pointer over the question mark sign.
- Fields appearing in grey where you are unable to enter data are “Pre-filled or Calculated Fields”. You will not be able to modify these, and they will display either default values, calculation results or data input in other fields or tables within the application form.
- If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add rows or sections by clicking on the relevant ‘Add’ grey button (e.g. ‘Add partner’). To delete an entry, please click on the grey ‘Menu’ button on the right hand side of a given entry and choose a relevant ‘Delete’ function (e.g. ‘Delete an activity’).
- Some sections of the application form, such as the ‘Participating Organisations’ section, have a ‘Menu’ button (a box with three black bars in it) that you have to click to add further information to the section. Others, such as the ‘Legal Representative’ and ‘Contact Person’ fields, have underlined links that you must click in order to populate this section.
- Please note the ‘CEDEX’ field is only applicable to French organisations and can be left blank where applicable.
- When hovering over the text boxes the character limit for each box will appear. Please note that the maximum number of characters for the narrative boxes is 5000 characters (this includes spaces).
- You can navigate back and forth through parts of each section by using the links at the top of the page.

4. Completing and Submitting the eForm

Please allow plenty of time to complete the eForm, as functions such as copy and paste do not always work within the form. You should also **submit your application eForm well in advance of the deadline**. This gives you time to seek support if you face technical difficulties, which can take time to resolve.

You must ensure that each section of the application form is completed in full and answers the questions asked in each section; you should avoid duplication of information. You must also ensure that any activities mentioned in your form conform to the Erasmus+ guidelines and eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to **proof read your application**.

You can only submit the eForm once all sections have been completed correctly and have been marked with a green tick in the left-hand menu. The 'Submit' button in the menu will then become active and you will need to click this button to submit your application to the UK National Agency.

If you need further guidance on completing the eForm, you can also read the [European Commission's technical guidelines](#). This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems. The technical guidelines can be downloaded from the [Erasmus+ UK website](#).

Once the eForm is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. Under the 'Submission' summary page you can access information about all submissions you made with a given application form.

You must submit your application online via the eForm. **Late submissions will not be accepted**. You must be connected to the internet to submit your application. The form will not allow you to submit if one or more of the required fields have been completed incorrectly. Local time cannot be considered authoritative and cannot be used for claiming that the form has been submitted by the deadline.

5. Sharing your e-Form

It is possible to share your applications with your colleagues or partners in a read-only format. The application can only be shared with someone who has an existing EU Login account and is accessed when they log into the Erasmus+ Forms website using their EU Login details.

To share your application, you can do this either by navigating to 'My Applications' from the web forms Home screen and then selecting 'Share' from the menu to the right of the application you want to share. Alternatively, within the eForm there is a section marked 'Sharing', which will also take you to a section marked 'Sharing Summary'.

Click the 'Share Application' button and enter the email address linked to the EU Login account of the individual you want to share the application with. Currently there is no function to automatically notify the individual that an application has been shared with them, so you will have to inform them. Once the user the application is shared with logs into the Erasmus+ Forms website, a read-only version of the application will appear under 'My applications'.

Under 'Sharing Summary' you can find a list of users that the application is shared with and has previously been shared with. If you need to edit the details of the individual you have shared the application with or need to revoke a user's access to it you will need to click on the menu button to the right of their email address and select either 'Edit Sharing' or 'Revoke Sharing' as appropriate.

6. Step-by-step guide to completing your application eForm

Guidelines

This section consists of an overview of the application form.

Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Action Type, Call and Deadline for Submission have already been pre-filled. Applicants should check that the pre-filled fields correspond to the funding being applied for:

Programme: Erasmus+

Action Type: Vocational Education and Training Mobility Charter

Call: 2018

Deadline for Submission: 17th May 2018 (11am UK time)

If any of the above fields do not apply to for the VET Mobility Charter, then you are using the wrong form – please follow the instructions above under ‘Accessing the eForm’ or visit <https://www.erasmusplus.org.uk/vet-charter> to search for the appropriate application form.

National Agency of the Applicant Organisation: Select ‘UK01 British Council, in partnership with Ecorys UK – British Council’ from the drop down box.

Language used to fill in the form: Select ‘English’ from the drop-down menu for applications made to the UK National Agency.

Participating Organisations

This section asks applicants to provide information relating to the applicant organisation and about other organisations involved as project partners. Once you have completed the details for the applicant organisation, completing all fields, they will be marked green. You will then need to complete the details for your partner organisations.

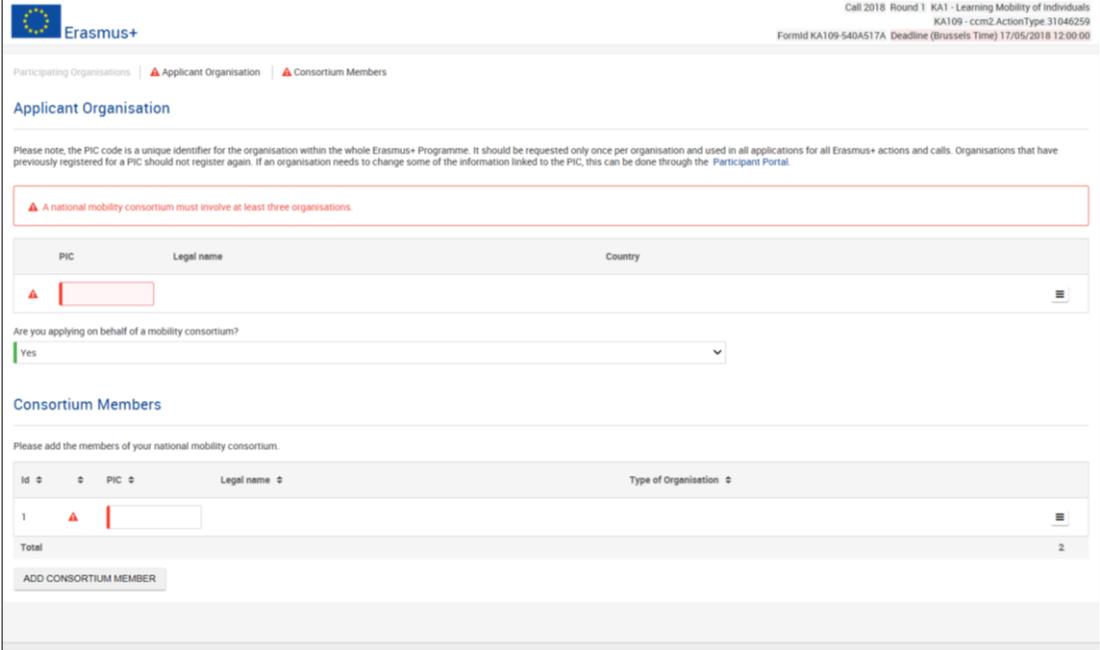
To start, input the PIC of your organisation as the ‘Applicant Organisation’.

The question “Are you applying on behalf of a mobility consortium?” will then appear below. Please select either ‘yes’ or ‘No’ from the drop down menu.

UK National Consortium Partners

If you select ‘Yes’, the section ‘Consortium members’ will appear for you to complete. The form will remind you in a red box that, “A national mobility consortium must involve at least three organisations”. Therefore, if you are applying as part of a UK National Consortium, you **must add at least two other UK VET partners** in this section. The eForm will not validate correctly if only one Consortium member is added, as your application would not be eligible.

Eligibility: If you are applying on behalf of a UK National Consortium, either the consortium as a whole or each individual organisation must have completed at least three VET Mobility projects under the Lifelong Learning Programme 2007-2013 and/or Erasmus+ Programme. Please see pages 11-12 of this guide for further information on consortium applications.



The screenshot shows the Erasmus+ application interface. At the top, it displays the Erasmus+ logo and navigation tabs for 'Participating Organisations', 'Applicant Organisation', and 'Consortium Members'. The 'Applicant Organisation' section includes a red warning box stating: "A national mobility consortium must involve at least three organisations." Below this is a table with columns for PIC, Legal name, and Country. A dropdown menu asks "Are you applying on behalf of a mobility consortium?" with "Yes" selected. The 'Consortium Members' section has a heading "Please add the members of your national mobility consortium." and a table with columns for Id, PIC, Legal name, and Type of Organisation. The table shows one member with Id '1' and a total count of 2. An 'ADD CONSORTIUM MEMBER' button is located below the table.

To start, input the PIC number of your first UK National Consortium partner.

N.B. All consortium members need to register on the European Commission’s Participant Portal in order to obtain a PIC number before they can be included in an application. Again, we would

recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

To add an additional consortium partner you can use the 'Add Consortium Member' button at the bottom of the screen. If a partner has been entered in error you can delete their information using the 'Remove Member' button. Please note that this method will only delete the most recently entered partner, so to avoid re-entering information you should ensure that your partnership is finalised before completing the application form.

Please note that, as the applicant organisation leading the consortium, you must provide partner mandates for each of your UK partners when applying during subsequent funding rounds for Key Action 1 projects. Please refer to page 12 of this guide for more information about mandates.

Completing the Participating Organisation Details

You should click on the **menu icon**  to the right of the organisation name and country to look at the organisation details for your organisation and any other participating organisations to check all information is completed in full as described in the sections below.

If you need to update the form after having updated the information in your PIC or your partner's PIC, you should click on the option 'Reset PIC data' available on the **menu icon**.

Profile

Type of Organisation: In the 2018 eForms applicants can indicate the type of the organisation as this information is no longer filled in the Participant Portal. Please note that, as this field is compulsory, you cannot leave it empty and you should pick one option from the drop-down menu.

The answers to the questions 'Is your organisation a public body?' and 'Is your organisation a non-profit?' will also be pre-filled using the information submitted on the European Commission's Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. Please have a look at the Participant Portal User Manual for advice on how to update these details: <https://www.erasmusplus.org.uk/file/182/download>.

Associated Persons (Organisation Name)

‘Associated Persons’ are persons related to the project, such as the **Legal Representative** and **Contact Person**. To populate the details for the Legal Representative and Contact Person, please click on the **menu icon**  and choose ‘Person’s Details’ to input their personal details

Legal Representative

In this section please enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. This may be your Finance Manager or another member of the Senior Management Team. If your application is approved, this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation.

Please complete every field in this section.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

If the address of the legal signatory is the same as the organisation address, you should click on the ‘Same Address as Organisation’ button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

Please note: it is important that the legal representative details are consistent throughout the application form, in the Declaration of Honour, partner mandate(s) and other supporting documents. If there are inconsistencies, your application might not be taken forward.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2018 Programme Guide, Part C ‘Step 2: Check the Compliance with the Programme Criteria’ on pages 245 to 249. Please ensure you give special attention to the Exclusion Criteria on pages 245 to 247.

Once all fields are completed, they will be marked with a green stripe. To go back to the ‘Applicant Organisation Details’ screen you can click on ‘Applicant Organisation’ in the top navigation menu (under the Erasmus+ logo).

If the address of the legal signatory is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Contact Person

Please complete this section as per the previous one for Legal Representative. We will use these details as the first point of contact during the application process for your organisation and, should the application be successful, during the lifetime of the accreditation. We strongly recommend that the contact person is different from the legal representative.

If the address of the contact person is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project life time. Please contact us as soon as possible if there are any changes.

You have the [option to add another two Contact Persons](#) by clicking 'Add Associated Person' button, but only one can be identified as a 'Preferred Contact Person' and the UK National Agency will only be in touch with them during the application assessment process and contracting stage, if applicable.

To remove any additional Contact Persons that you have added to the form please click on the menu icon and select 'Delete person'.

Once all fields are completed, they will be marked green. To go back to the 'Applicant Organisation Details' screen you can click on 'Applicant Organisation' or to go back to the 'Consortium partner details' screen you can click on 'Consortium Organisation' in the top navigation menu (under the Erasmus+ logo).

Organisation Annexes

In this section you are invited to upload annexes that are relevant to your organisation. It is strongly recommended that you upload your organisation diagram to support the information you provide in answering the questions below. If you click on the 'Annexes' link provided here, this will take you to the relevant section of the form to upload relevant documentation.

Background and Experience

This section refers back to the applicant organisation and consortium organisations, if applicable. The information in this section will inform the assessment of your organisation's capacity to manage future projects successfully. You should use this section to emphasise your experience in VET mobility as much as possible. If you have previously been awarded a Leonardo da Vinci Mobility Certificate, you should highlight how this impacted your organisation and how this affected your European internationalisation.

Each section allows for 5,000 characters.

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects:

Please include the aims of your organisation in transnational mobility, its history and location, the types of people that you wish to send abroad and how the activities proposed in this application fit into other programmes or activities you deliver.

What are the activities and experience of your organisation in the areas relevant to future participation in the Erasmus+ programme?

For consortium partners: What are the activities and experience of your organisation in the areas relevant for this consortium?

Please detail how the organisation's previous experience of delivering projects, activities or other work has built the skills and knowledge needed for the activities you propose in this application. You should also **indicate objectives of the Erasmus+ programme that your organisation shares and your motivation to be awarded the Charter**. This section may also include:

- A clear explanation of the achievements of previous VET mobilities and partnerships that you have been involved with;
- Information on if your organisation has/is successfully achieving its European Development Plan;
- Examples of any improvements that have been implemented across projects to improve quality management of mobilities, what they are and how they have improved delivery of projects and activities;
- An explanation of the gap in activities if your organisation has not delivered any mobility projects in recent years;

- *Partners:* provide clear details about how they will contribute and/or add value to the project.

Please give information on the human resources of your organisation (i.e. staff and volunteers and whether they are part-time or full-time), and describe the skills and expertise of the persons that will be involved in the future Erasmus+ activities, with specific regard to organising mobility activities. If possible, add any organisational diagrams or similar to highlight the human resource structures of your international activities.

For consortium partners: What are the skills and expertise of key staff/persons of the organisation related to the purpose of the consortium? Describe if they are part-time or full-time. If possible add any organisational diagrams or similar to highlight the human resources structures of your international activities.

Please give details of the number of administrative and delivery staff involved in mobility projects and their competences or relevant experience or qualifications. You should show the management structure behind the organisation of transnational mobility and describe the skills of the persons in charge of managing transnational mobility and the internationalisation strategy. You should mention here if your organisation has an international office and if you have a written internationalisation strategy, and you may attach organisational diagrams to support this section if you feel these are needed. You should also consider who staff who will manage mobilities in the absence of the main contact person or manager.

For consortium partners: What is the role of the organisation within the consortium and how is the cooperation with other members going to be organised?

You can refer to the [Erasmus+ VET Mobility Charter](#) document in relation to this question. Please provide a clear outline of each consortium partner's roles and responsibilities and describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. You should explain the communication that exists with your consortium partners, how often you communicate and how.

If your organisation has been awarded a previous accreditation (i.e. LDV Mobility Certificate), please enter its reference code.

If you have previously been awarded accreditation such as the Leonardo da Vinci Mobility Certificate, then you should enter the reference code for this here. A summary of the project(s) may also be provided. If you are applying as a UK National Consortium, previous accreditation details should be provided for these organisations also, where applicable.

If you have not been awarded any previous accreditations, you can leave this section blank or input N/A.

Does your organisation have its own funds to carry out mobility activities?

You should explain here whether you have sufficient financial capacity to support mobility projects in addition to any funding you may be given through Erasmus+ applications, for instance if your organisation has specific funding allocated to carrying out mobility projects. You will need to demonstrate that your organisation has in place effective processes to manage the project funding in a transparent and accountable manner. This is very important to in evidence the capacity of your organisation to manage the project. If you are applying as a UK National Consortium, these details should also be provided for these organisations.

If your organisation has its own funds, how are these funds used? (Number of activities implemented and participants sent).

Explain here how your own funds in particular support your mobility projects (if part of a consortium, what do your own funds specifically contribute towards?). If you are applying as a UK National Consortium, these details should also be provided for these organisations.

Internationalisation Strategy

In this section, you should show the degree to which your organisation has integrated the objectives of the mobility projects into its general strategy and its capacity to adapt by building on past experiences.

For this section **you must attach a separate document as an annex**. The link to the ‘Annexes’ section of the form is provided here. This document should fully outline your organisation’s European Internationalisation Strategy, describing your plans for implementation of cooperation and networking projects at international level (and/or transnational level) during at least the next 5 years, and explain how your organisation foresees the inclusion of VET international mobility activities within it. If you are a consortium, you must show related details for all organisations in the consortium; therefore, a European Internationalisation Strategy (EIS) should be attached for each partner.

Please note: your organisation’s European Internationalisation Strategy forms a vital part of your application and it is therefore essential that it is attached. The application form cannot be submitted unless your EIS is attached in the ‘Annexes’ section of the form. This section of the form and the ‘Annexes’ section will not show as completed on the menu (i.e. they will be red) until the EIS document(s) are uploaded.

Keep in mind that the purpose of an International Strategy is to develop and improve VET through international cooperation and help to make your organisation and learners better equipped to work internationally. This strategy should show your organisation's strategic vision, values and goals related to mobility activities and provide a clear action plan detailing how you intend to achieve these goals. You should:

- include other activities and projects as well as previous VET mobility projects to show all ways in which your organisation is internationalising;
- ensure you reflect on both current and prospective partners and countries, proposals for reciprocal visits if applicable as well as the value added of working transnationally; and
- include reference to other internationalisation strategies in VET, future skills demands and foreign language learning, which are relevant.

Your strategy should ensure sustainable European Internationalisation with high quality mobilities embedded into this linked to learner's curricula. Quality management elements should also be referenced here linked to regular self-assessments to improve over time. You should also describe your organisation's own resources available for developing further transnational mobilities, and include plans covering the next 5 years showing how this strategy will develop, particularly if your organisation is in the early stages of developing this.

If such a document already exists within your organisation or consortium, please attach it as it is. However, you may still need to submit an additional Internationalisation strategy to complement this to ensure that it takes into account the second award criterion and is fully inclusive and relevant to all partners in the consortium.

Useful tips: Here are some useful tips to consider in your European Internationalisation Strategy.

- The document should have a clear structure, which includes a relevant action plan.
- Where possible, include measurable time limited indicators and proposed numbers of placements for staff and learners and how this will meet needs.
- Where possible, include information on how the project meets relevant (future) skills demands from employers and foreign language learning.
- Demonstrate that the strategy has policy level support in your organisation.
- Outline how internationalisation will build and add value to your existing Organisational Strategy.
- Specific examples should be included where possible of what the needs of employers and learners are, and how the proposed activities will meet these needs.
- Explain why the applicant organisation has targeted a specific group of VET learners and why there is a need to offer mobility placements to these learners.
- If the strategy encompasses staff mobilities, ensure these are equally explained and justified with strong reference to curriculum development.

- Give details on the staffing levels and experience/qualifications of staff
- Describe the work that your organisation has carried out so far on EU recognition instruments such as ECVET, if applicable. If ECVET is used, explain how you plan to develop your use of ECVET further under the VET Charter in a practical way.
- If planning to form new partnerships within other Programme countries, clearly explain why the specific countries, partners and/or departments/sectors targeted have been chosen, what the added value of their involvement in the strategy is, how new partners and mobility hosts will be identified, and what the milestones will be in achieving this.
- Clearly describe the content of placements and give some concrete examples of activities that would be offered.
- The document should determine performance targets and indicators and when they will be reviewed, so success can be measured on a regular basis in relation to the overall action plan.
- Ensure that all of your objectives are SMART: Specific, Measurable, Achievable, Realistic and Time bound (e.g. any significant increases in mobility numbers are explained; plans are sustainable).

For further guidance please read the:

- (a) European Commission's "[Go International: A practical guide on strategic internationalisation in Vocational Education and Training](#)", which provides examples of actions points (p.20) and considerations of creating an international strategy, such as resources, continuous improvement, and cooperation with partners and relevant networks;
- (b) the [Quality and Impact Scan \(QIS\)](#), which is a tool that can help VET providers to analyse their current status concerning internationalisation strategies and further develop these strategies; and
- (c) the [Erasmus+ VET Mobility Quality Commitment](#) document, which sets out the obligations of all parties to a mobility activity.

Please note that the European Internationalisation Strategy will be looked at proportionally with regards to the size of your organisation; therefore a larger, more experienced organisation would be expected to have a bigger, more developed strategy than a smaller, less experienced organisation.

Please note, although the European Internationalisation Strategy is a separate annex to the eForm, we would still expect to see clear links between this and the other areas of the application form. Information provided should be consistent across the eForm and the attachments provided; failure to do so could impact the assessment of the quality of your planning.

Past Activities

This section asks for information and relevant contract numbers and titles about the mandatory three completed VET mobility projects completed under the Lifelong Learning Programme and/or Erasmus+.

Single applicants will show three projects.

A consortium will either give the three projects in which it previously worked as a consortium or where there is a lack of previous experience as a consortium each member will have to provide three previous projects separately. For example, a consortium of four partners that have not previously worked together would have to provide twelve previous projects (4 x 3). You can click on the 'Add' button to add more projects.

N.B. Please take care to insert the project reference numbers accurately. If input incorrectly, this may make your application ineligible. Project references and the eligibility of your application will be checked by the UK National Agency after submission. The UK National Agency will not contact you in the case of any project reference number errors in order to correct them.

Please provide information about the last three VET mobility projects that your organisation has completed under the Lifelong Learning Programme and/or Erasmus+.

Here you need to give information on the last three completed VET mobility projects under the Lifelong Learning Programme and/or Erasmus+. You should give the contract numbers of these projects plus their titles and remember if applying as a consortium to give project details for each member of the consortium if you have not completed three previous mobilities together.

What was the average number of participants involved in these mobility activities per year?

This section will only be marked as completed in numbers are input here and the character limit is restricted. You should input the average number of participants that have been involved in mobility activities over the last three completed projects listed above.

If you need to input the average for consortium members as well, or you would like to add further information about these projects, it is recommended that this information is provided as a **separate annex** or included in your **European Internationalisation Strategy** (EIS) to evidence previous experience and/or to provide required information on consortium member's previous 3 completed projects. You may also wish to add details about the average number of participants in any current mobility projects that are yet to be completed.

Please describe the type and the target group of the activities mentioned above. Summarise the main outcomes of the past mobility activities, the satisfaction of the participants, the recognition of competencies and the impact of those previous projects. If your organisation has experience in other types of mobility activities, please describe them.

The types of activity that these mobilities have involved and the profiles of the participants that took part in the mobilities of the last three years should be detailed here, for instance, whether they were students, apprentices, recent graduates or staff. Please outline the activities ensuring that they are relevant to your application, and describe the role of each partner.

You should, if relevant, give the percentage of the student/learner population at your organisation that undertakes learning mobilities. Similarly, this can be completed for staff.

Applicants must detail any national instruments or certificates that have been used in addition to providing detail regarding the use of any European instruments or certificates to recognise participants' training and the skills acquired during mobilities, and state if European partners have been involved in the recognition process. For example, recognition could include the Europass Mobility Certificates, the Europass CV, Language Passport or Online Linguistic Support. For staff participants, learning may have been recorded through individual Continuous Professional Development plans.

Impact of previous projects should be detailed through both qualitatively and quantitatively where possible and should be as specific as possible, e.g. information on how learners of previous mobility projects have progressed, statistical data per curricula, quotes from learners to demonstrate impact and participant satisfaction, participant case studies, impact on the sector and local, regional area, impact on your development strategy, etc.

It is also possible to use this section to describe any other types of mobility activities that your organisation has had experience in to reinforce evidence of your organisation's capacity to manage projects. You should show that your mobility project activities are consistent with your overall objectives and enable the participants to reach their needs and required learning outcomes.

Project Management

Here you will need to describe in detail the management of your mobility projects while addressing quality and management issues. If you are applying as a UK National Consortium, you should detail the roles and responsibilities of these organisations as well as your European partners.

The questions asked in this section are:

How does your organisation address management issues in mobility activities (e.g. repartition of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework and recognition modalities)?

and

How are the practical and logistic matters addressed in mobility activities carried out by your organisation (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory visits etc.)?

You will need to demonstrate that you have effective processes in place to manage project activities to a high quality. This section is very important in evidencing the capacity of your organisation to manage consistently high quality projects. You should explain how tasks and responsibilities are divided between different people in your organisation and between partner organisations, what strategies and methods are in place to ensure good levels of cooperation with partners and any processes that are in place for effective management of the project funding. It is strongly recommended that you describe the administrative and financial structures across the partnership. You can use examples from your past projects to demonstrate that a structured programme of activity can be delivered.

You also need to detail how you plan to address quality and management issues such as setting up partner agreements and participant learning agreements and if you utilise any quality management framework or certificates.

Quality management is a key aspect of project management. VET organisations that plan to organise mobility activities for VET learners and staff must organise their activities in line with the principles and criteria set out in the European Quality Charter for Mobility. More information on this can be found at:

http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm.

Where possible, you should provide examples of quality developments from past projects to evidence how this is embedded into project management processes. It is strongly recommended that you detail any possible changes and developments to your future practices in this area. Example forms may be annexed to the application form.

You should also specify any particular procedures to be followed, for example, collecting parental consent, conducting health and safety audits, medical checks, specialist insurance (e.g. for construction, sports activities, etc.), Disclosure and Barring Service (DBS) checks or the equivalent checks in Northern Ireland and Scotland and if these are embedded in your organisational procedures or not (these may also be attached as annexes). It is also essential that you detail how you will ensure that health and safety issues associated with work placements in another country are addressed.

Where participants have specific needs you should address how these will be catered for. It is also important to detail which activities your partners will be responsible for and how you will cooperate and maintain communication. Please differentiate between different types of mobility, i.e. between staff and learner mobilities, between mobilities of short (less than 3 months) and long (3 to 12 months) durations, between mobilities including those with fewer opportunities and special needs.

You should also explain here how you might make changes or develop your future practices in respect of practical arrangements.

Please note: the management of mobility activities forms a vital part of your application and it is therefore essential that you show how you manage the whole cycle of mobilities, from preparation to follow-up.

Participants

In this section you will need to describe and explain your organisation's processes in respect of practical arrangements, selection and preparation, monitoring and support of participants. This includes for example travel, accommodation, insurance, the safety and protection of participants, visas, social security, language learning, mentoring, support and preparatory meetings with partners. You must provide as much detail as possible.

Throughout this section you should bear in mind that the protection and safety of participants is a key feature of Erasmus+ so it is important to have measures in place to address and ensure this and to safeguard any vulnerable learners (please see page 10 of the [2018 Erasmus+ Programme Guide](#)). You should must highlight how your processes may differ in terms of recruitment, selection, preparation, mentoring and support for more vulnerable learners and for participants on short term compared to long term (ErasmusPro) mobilities, where applicable.

Please make sure that your answers include information about each member of the consortium and, where relevant, describe possible changes and developments in your future practices. Specific examples should be provided where applicable.

Practical Arrangements, Selection and Preparation of Participants

Please describe the selection procedure for participants in mobility activities. How will you ensure an open and transparent recruitment process?

The sending organisation is responsible for the recruitment and selection of VET learners and staff to send abroad, and it is important that appropriate and fair selection processes are in place.

In this section please provide information on the criteria and procedures you use when selecting participants for mobility activities. Please include details on how you ensure that the recruitment process is open and transparent, including the different stages for selection and the criteria you use to make the final decision.

TIPS:

- The process for recruitment and selection should be as detailed as possible.
- If your projects usually include both learner and staff mobilities, any differences in the needs, background and selection between learners and staff should be detailed.
- Describe whether you offer mobilities to everyone, or if this is only offered to the most skilled learners, or to learners with specific needs or fewer opportunities, for instance and if selection differs on the basis of the duration of mobilities.
- Explain if you have a participant reserve list in place.
- Explain why you are targeting a specific group of VET learners and why there is a need to offer mobility placements to these learners.
- You should also explain here how you might make changes or develop your future strategies of selecting participants based on best practice and lessons learnt.

What kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Are the hosting partners involved in this preparation?

You should give detailed information on how you ensure your participants are fully prepared before they go on their placements abroad. Within your application, you will need to describe the pedagogical, cultural and linguistic preparation that learners and staff receive to ensure that they are ready to live and work in a different environment and in a different country.

Any linguistic or cultural preparation should be relevant and appropriate to the vocational course/apprenticeship as well as proportional to the length of placement. Here you should refer to how you plan to embed the use of the European Commission's Online Linguistic Support (OLS) into your linguistic preparation, if applicable. The OLS is an online platform to support language learning which must be used to support linguistic preparation within Key Action 1 VET mobility projects involving VET learners who will complete mobilities lasting between 19 days and 12 months. From the 2018 Call, the OLS is available in 24 European languages and includes a mandatory assessment

of language competences and language courses which should be used by participants if they are offered in the main language of instruction, work or study. The OLS can be accessed at <http://erasmusplusols.eu/> and can provide specialist language learning by vocational sector. More information on the platform is available in the UK National Agency's [2018 Guide for Applicants for Key Action 1 VET mobility](#) at pages 51-52 and 65-66.

If the working language of the placement itself is English, you are still required to describe what linguistic training will be undertaken as all participants should have a basic knowledge of day-to-day vocabulary in the language of the host country.

Thorough linguistic and cultural preparation will help participants integrate into their new environment abroad and to socialise with the local community. You will need to demonstrate that these preparatory activities are tailor made for the vocational and occupational needs of the participants before they go on their placement abroad. Also, please provide details of any UK National consortium partners (if applicable) or host partners involved in this preparation.

It is important that preparation is relevant to the target group and that it takes place in the UK prior to the participants' departure. If any preparation activities are subsequently continued during the placement, this should be additional and should, as far as possible, take place outside of working hours. You should clearly indicate which organisations will be responsible for preparation activities.

As such, the preparation should equip participants effectively for the professional and social aspects of the placement. This is particularly important as participants who are well prepared are less likely to withdraw during their placement.

You should also explain here how you might make changes or develop your future strategies for preparing participants.

You may wish to add annexes to evidence what you have stated in this section, such as a learner or accompanying person preparation packs, risk assessment forms, organisation procedures, etc., where relevant and applicable.

'Does your organisation involve or plan to involve participants who face situations that make their involvement in the activities more difficult?' and 'If so, please describe their profile and your approach to enabling them to participate, including how they will be involved and how you will support them'.

You should select 'Yes' or 'No' from the drop down box to answer the first question. If the answer is 'Yes', then it should be explained within this section if you involve or are aiming to involve participants

with fewer opportunities and/or Special Needs within your planned mobilities and give the profile of these participants, whether they face barriers due to socio-economic reasons, due to specific needs or other factors. You should describe their profile and the approach you take to enable them to participate, including here the details of their involvement and how you will support them. Quantifiable information on the number of the involvement of such participants, as well as examples of past participants who have taken part in previous projects, can be used to support this section.

Reaching disadvantaged groups is a focus of Erasmus+ and please note, that in the context of Erasmus+, people with fewer opportunities may be those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. Further information regarding the obstacles or difficulties these people may face can be found on page 10 of the [2018 Erasmus+ Programme Guide](#).

Monitoring and Support

How are the participants supervised during their mobility activity? Who monitors their work programme and progress and the overall quality of the training placement? Has your organisation put in place specific communication channels for this purpose?

This section of the form should contain details regarding the ways in which participants are supervised during their mobility activities. Please specify who is responsible for monitoring participants' work programme and progress and the overall quality of the training placement. If your organisation puts in place specific communication channels, please detail them here, such as meetings between accompanying persons and tutors.

You should also detail how supervision will differ depending on, for example, the duration of mobilities, the involvement of participants with fewer opportunities or Special Needs, the age of participants, etc.

You should also explain here how you might make changes or develop your future monitoring practices.

Which measures are put in place in order to support the participants during their mobility activity (e.g. support provided by a contact point, a mentor or an accompanying person)?

You should explain within this section how you monitor mobility activities so as to ensure the highest possible quality of the training placements and what communication channels are open to your participants once they are abroad.

You should explain any support plans or mentoring system in place so that participants have a point of reference abroad in case of any personal or professional issues. The support you provide should be tailored to the participants needs and may differ according to the duration of the mobility.

You can also explain here if you would send accompanying persons with any younger participants or with participants with Special Needs. Please note that the UK National Agency advise a minimum of one accompanying person per 10 participants. You should explain where accompanying staff will be drawn from, and what relevant skills and experience/skills they have.

You should also explain here how you might make changes or develop your future mentoring or support practices.

Outcomes

Learning Outcomes

How are the learning agreements with participants drafted and managed?

Here, must describe how agreements are made with participants to take into account the required and desired learning outcomes. This section may therefore include details such as the content of agreements, when they are drawn up, discussed with participants (and parents if applicable) and signed.

Please describe your practices for recognition and validation.

- **Which European or national instruments/certificates are used to recognise and validate learning outcomes of participants?**
- **What are the assessment procedures to ensure the validation and recognition of the learning outcomes of the participants?**
- **Is the non-formal and informal experience also recognised? If yes, how?**

and

If your organisation applies or plans to apply ECVET in the recognition of participants' learning outcomes, please explain how Memorandum of Understanding will be established between the competent bodies.

This section of the form should consider the competences that participants will acquire or improve during your mobility projects. **For learners** this should include the knowledge, skills and attitudes or behaviours that will be developed with a view to improving their personal development and

employability. **For staff** this should include the knowledge, skills and attitudes or behaviours that will support their professional development with a view to innovating and improving the quality of teaching and training on an individual level, as well as within a wider context across Europe. You should consider carefully how the learning outcomes for both learners and staff meet their needs and are consistent with your organisation's overall aims and objectives.

The participants' training and the skills acquired during placements should be recognised, and your organisation should consider involving European partners in the validation process. In this section of the eForm you should show exactly how the learning outcomes of the mobilities are recognised, either through ECVET, Europass or in other ways.

You must detail any national instruments or certificates which will be used in addition to providing detail regarding the use of any European instruments or certificates to recognise and/or validate the learning outcomes of the participants. It should be shown how agreements with the hosting organisations are made.

It should be shown how agreements with the hosting organisations are made, and if ECVET is used in the recognition of participants' learning outcomes how the Memoranda of Understanding are established. You should also show how host organisations are chosen and how Learning Agreements are drawn up taking into account the required learning outcomes. This should show fully the different modalities of cooperation. Make sure you show the assessment procedures that are used in validating and recognising the learning outcomes, and address whether non-formal and informal experiences are also recognised. Also explain whether unplanned but achieved learning outcomes are taken into account. Please provide details of how this is carried out and also how you plan to develop in the future.

The Europass Mobility document is a record of knowledge and skills acquired through an organised placement in another European country that allows participants to demonstrate these clearly and easily to employers across Europe. All sending and receiving organisations should at least agree to issue Europass Mobility Certificates to participants at the end of the mobility to record and present the competences acquired by participants during the mobility. You may also wish to use the Europass CV or Language Passport. For further information see <http://europass.cedefop.europa.eu/en/home>.

A greater degree of accreditation and/or recognition which can be linked to the sector or education and training field concerned is more favourable. For staff, it is recommended that in addition to the

Europass Mobility Certificate, participants have their learning recorded in their individual continuous professional development plans. Where possible you should also accredit the language skills participants acquire during their placement and preparation sessions.

ECVET (European Credit Transfer System for Vocational Education and Training) enables the skills that participants gain whilst abroad to be validated against the individual's learning outcomes in respect of the knowledge, skills and competences required to achieve a qualification. For more information on how to implement elements of ECVET in your projects, you can access free help and support from our UK ECVET experts at www.ecvetexperts.org.uk.

This section should also outline the contractual arrangements with partners and the learning agreements with participants. Please specify how you draft and manage the agreements with participants.

Please also stipulate possible changes and developments to your future practices in this area.

Achievements

What has been the impact of the past mobility projects on the organisations involved? What has been the impact outside the organisation at local, regional and/or national levels?

Here you should detail the main qualitative achievements of your previous and current mobility activities, as well as the impact it had both internally and externally. If you previously held a Leonardo da Vinci Mobility Certificate you should show the achievements and impact this had on the organisations involved in projects as well as the outside impact on the organisations at local, regional and/or national levels. Please provide details on how your organisation integrates these achievements in its overall international strategy.

Qualitative and quantitative information should be provided where possible, such as retention rates in subjects where mobility activities are offered, new and further cooperation with other VET organisations or stakeholders, development of processes and structures to streamline international mobilities, etc. Examples may be added also from previous projects.

Follow-up

In this section you need to describe your follow-up activities such as evaluation and dissemination of project results, as well as processes that are in place for taking these evaluation results under consideration for the sake of further improving quality of the mobilities. This section also includes

giving an account of the potential impact that you expect the Mobility Charter to have both inside but also outside your organisation e.g. at local or regional level.

If you need help thinking about Impact and evaluation, the UK National Agency has developed the [Impact+ Exercise](#) to help applicants and projects think about what their impact could be and how to measure it.

If you are applying as a UK national consortium, details reflecting all the members of the consortium should be shown under this section.

You may wish to add annexes to support details provided in this section, such as dissemination or evaluation plans.

Dissemination of Project Results

Which activities does your organisation carry out in order to share the results of your mobility projects outside your organisation and partners? What are the target groups of your dissemination activities?

Dissemination is a vital feature of the Erasmus+ programme and you need to explain in this section the dissemination strategy for your mobility projects, including the activities undertaken and the relevant target groups. This strategy should be SMART: Specific, Measurable, Achievable, Realistic and Time bound. It is important that plans for dissemination are clear and realistic and include follow-up activities to disseminate, use and share the results or best practice of your mobility projects outside your organisation and partners following the activity.

Dissemination should take place both within your organisation and to other organisations at sectorial, regional, national and European/transnational level. Dissemination activities should not be limited to the sending organisation(s); the involvement of the host/receiving organisation(s) and participants should also be considered.

You should also include information on the target groups for the dissemination activities, for example, local employers and stakeholders.

It is also worth mentioning what possible changes and developments you are planning to introduce into your future practices.

Impact

Please state the potential impact of the VET Mobility Charter and its mobilities on participants and participating organisations. In addition, show any impacts expected outside your own organisational structure at local, regional, national and/or European level.

You will need to detail what potential impact you feel this Charter will have on the participants and participating organisations that are involved in your mobility activities. You should describe the impact of your projects at participant, sending and hosting organisation and target group levels as well as at the local, regional, national and European/international levels. A clear match should be seen between training activities and participants' training needs, with detail given to the impact on both the participants' professional and personal development. You should also reflect on the added value of European mobility that is expected.

Quality Management and Evaluation

Which activities does your organisation carry out in order to assess whether, and to what extent, mobility activities have reached their objectives and desired results? How does your organisation evaluate personal and professional development of participants following their mobility activity? What processes are out in place that will ensure quality improvement based on results from the evaluation activity?

You should make sure you use this section to show the processes that your organisation has in place to ensure quality improvement based on the results given by your evaluation activities. You need to detail the evaluation activities which are undertaken to ascertain if projects reach their objectives and desired results, and to what extent. This may include the use of specific Key Performance Indicators, regular evaluation meetings, bi-annual evaluation reports, etc.

Evaluation should be an ongoing process and should be incorporated into your project management processes. Evaluation should also consider whether the impact expected from mobility projects has been achieved, whether the mobilities themselves meet participants' needs and how you can and will improve on current or future mobility projects. You should also use this section to explain what evaluation procedures you have in place to assess whether transnational mobilities have had the desired results and to evaluate the personal and professional development of the participants following their mobility activity.

The use of examples of how evaluation of activities and the assessment of impact have improved management processes, the mobility process, communication between partners, etc. to improve

quality management should be provided where applicable. Please also stipulate possible changes and developments to your future practices in this area.

Future developments

Again, if applying as part of a consortium, you should make sure answers within this section reflect each member of the consortium. A breakdown of expected numbers from consortium members could be provided in your EIS.

Here you need to describe your long-term strategy (at least for the duration of the Charter) and any new developments you may foresee to your projects or partnerships.

How many mobilities do you plan to implement in the future years using funding granted under the VET Mobility Charter?

In the table, you should include information of your planned mobilities over the next five Call years.

Please note that you should be giving close estimations; you are not expected to know the exact numbers. The actual number of mobilities to be granted will be decided during your future Key Action 1 VET project applications as a VET Charter holder. When processing these future applications, the UK National Agency will refer back to the estimated numbers of participants you included in your Charter application for the relevant Call year. We will not expect to see a large discrepancy between your estimates and the number of participants requested within your Key Action 1 VET project application.

In case you are also planning to organise mobilities funded by other national schemes or own funds, please provide information about the sources of funding and the number of planned mobilities.

Please provide a breakdown of your estimated numbers of VET learners and staff and also make it clear within your narrative whether the staff included are simply accompanying persons or whether these are actual staff placements.

Where you have input a significant increase in the number of mobilities to what is being undertaken currently, the reasons for this must be clearly explained and evidence that you have the capacity to deliver the increased workload.

You should also explain whether you will use only Erasmus+ funding or whether you have your own resources or funds from national or other funding programmes.

Annexes

A number of documents, listed below, must be annexed to the application form in order to be able to submit it. To attach documents, click the 'Add File' button under the relevant section of the 'Annexes' page of the form. This will then open up an additional window which will allow you to browse files on your computer and upload.

A maximum of 10 documents can be annexed to the application form, so we recommend that multiple documents such as signed consortium partner agreements are scanned into a single file. The total size of the documents uploaded in total 10240 kB, otherwise the form will not validate. An error message will display in red if you try to upload documents that exceed this total size.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt, .ods, .cdoc, .ddoc, and .bdoc files can be submitted electronically with an application, no other files will be accepted. A file which has been added in error can be removed by clicking the 'Remove' button which replaces the 'Add' button on the right hand side of the table once a document has been added.

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to erasmusplus@ecorys.com clearly stating which application form they relate to and your organisation's details.

The following documents should to be annexed to the application form:

Declaration of Honour

This is your organisation's statement that all information in the application form is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in the application form.

It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour, signed by the legal representative, will result in your application being ineligible.

Click on the "Download Declaration of Honour" button to access this document, as shown in the blue rectangle in the screenshot below:

The legal representative of your organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID and organisation stamp are not required in the UK for VET applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online. Please note that the application form cannot be validated unless the Declaration of Honour is uploaded to the ‘Annexes’ section of the form.

European Internationalisation Strategy

The European Internationalisation Strategy for your organisation and separate strategies for all other members of your consortium in the case of an application on behalf of a national consortia. Please note that if this document is not uploaded, the European Internationalisation Strategy and Annexes section will not be marked as completed.

Consortium Partner Agreements

For consortium applications, signed agreements between each member and the consortium coordinator are required: This annex was added from the 2017 Call and is different from the mandates which need to be submitted with consortia applications for Key Action 1 VET Mobility.

Each agreement should be different for each consortium member since it will reflect each member’s specific role. These agreements are complementary to the information provided in the body of your application form and should expand on each partner’s role, the communication channels within the consortium, as well as administrative and financial arrangements.

There is no set template for completing these agreements, so applicants are free to create their own document. However, each agreement should be signed in original (i.e. by hand) by the legal representative of both the applicant and of the relevant consortium member, and should be dated on or before the submission deadline. These agreements may be checked during checks and audits on future projects undertaken by the accredited consortium in order to gain further insight into how the

consortium operates. The modalities of cooperation shall specify matters like the mechanisms for preparation, quality assurance and follow-up of mobility periods.

Other Relevant Documents

It is suggested in the application form under the ‘Participating Organisations’ section – ‘Organisation Details’, to include an **Organisational diagram**, which may also support your stated management processes. Please upload this as an annex if you feel these are relevant to support your application; You may also wish to upload any other relevant documentation, such as dissemination strategies, internal procedures relevant to the application, evaluation reports from previous projects to evidence quality management processes, examples of preparatory forms, etc.

Checklist

Before submitting your application online, please read the checklist to ensure you have completed all the necessary requirements. In particular, please make sure that it fulfils the eligibility criteria listed in the [2018 VET Charter Call document](#). Please also use the checklist below:

Application Checklist:

<input type="checkbox"/>	Have you used the correct official online application form: 2018 Call KA109 Vocational Education and Training Mobility Charter?
<input type="checkbox"/>	You have chosen the correct National Agency of the country in which your organisation is established – in this case ‘UK01’ (please see page 28 of this guide)
<input type="checkbox"/>	Have you checked if your partner(s) has/have provided you with a correct PIC number(s)?
<input type="checkbox"/>	Have you checked if your partners’ details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Your organisation’s European Internationalisation Strategy, or each organisation’s strategy in the case of a consortium, has been annexed to the application form
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?

<input type="checkbox"/>	For consortium applications, signed agreements between each member and the consortium coordinator specifying roles and responsibilities as defined in the Call for VET Mobility Charter.
<input type="checkbox"/>	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Does the 'Status' show OK?
<input type="checkbox"/>	Have you submitted your application before the deadline of 17 May 2018 (11am UK time)?
<input type="checkbox"/>	Have you saved and printed the copy of your Application Form <u>for your own records</u> ?

Important note: Organisations need to upload supporting documents as a proof of their legal status onto the Participant Portal. Please ensure that there is consistency of information regarding your organisation's legal details in the Participant Portal, Application form, Legal Entity form, Financial Identification Form and that these match with the supporting documentation provided by your organisation.

Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the [Erasmus+ UK website](#).

Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**. Please note that if you are unable to submit your application due to an inactive 'Submit' button, this is not a technical error and you must ensure all sections of your application are validated and marked with a green tick.

In case of a technical error, please follow the below steps of an Alternative Submission Procedure:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick but the 'Submit' button still inactive) – **this must clearly show the submission time and date and that you attempted to submit the application before the deadline.** You should also send a screenshot that details any technical errors that occur.
2. Email the UK National Agency team managing this Key Action at erasmusplus@ecorys.com with a PDF copy of your application, any annexes and screenshot(s) displaying the issue or error message attached within two hours of the application deadline: i.e. **by 1pm UK time.** In the subject line of the email please type KA1 VMC application form – [name of your organisation].

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if you email the eForm to us within the 2 hour time frame following the deadline **and** your application clearly shows a failed submission attempt.

A record of submission attempts made for the form will be recorded on the 'Submission Summary' page. This should be used in the above instance when an Alternative Submission Procedure is required.

Form Printing

The UK National Agency advises that applicants print the final completed version of the eForm and retain it for their own records. However hard copies of the eForm do **not** need to be posted to the UK National Agency.

After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline after submitting your application, then please get in touch to check it has been received successfully by calling the Erasmus+ Helpline on +44 (0) 121 212 8947 or by sending an email to erasmusplus@ecorys.com.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications.

You will be informed of the outcome, by email, by the end of September 2018.

PART III: FURTHER INFORMATION AND SUPPORT

1. When will results be notified?

You should expect to hear about the outcome of your VET Mobility Charter application by the end of September 2018.

The named contact person for the applicant organisation will receive notification of the outcome, including detailed feedback on why your application was approved or rejected and any recommendations.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National Agency's own published guidance and you wish to appeal the decision made by the UK National Agency in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the [Erasmus+ UK website](#).

Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can also download the complaints form from the [Erasmus+ website](#).

2. Where to find more help and advice

For further information, please refer to the [VET Mobility Charter section](#) on our website.

The Erasmus+ team at Ecorys UK are also here to help you with any queries you may have regarding your VET Mobility Charter application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing erasmusplus@ecorys.com.

Please [sign up](#) to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

Important note: Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK National Agency. The UK National Agency does not take any responsibility for incorrect information provided about the Programme by other organisations. Additionally, the UK National Agency will only communicate with the applicant organisation during

the application process, and if the application is approved. Any organisations claiming to broker agreement between you and the UK National Agency should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.

2.1 Erasmus+ Website

For further information, please refer to the [Apply for Funding](#) section and the [Key Action 1 Vocational Education and Training Mobility Charter page](#) on our website.

2.2 Erasmus+ Helpline

The Erasmus+ team at Ecorys are also here to help you with any queries you may have regarding your Key Action 1 VET Mobility Charter application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing erasmusplus@ecorys.com.

Useful tip: The Erasmus+ helpline is particularly busy before an application deadline so, while the UK National Agency will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

2.3 Application Support Webinars

The application support webinar in the run up to the deadline took place on **5 April 2018 at 3pm**. The webinar recording will be made available for you to watch and you will find details about this [on our website](#).

Recordings of webinars will be made available on our website and YouTube channel 2 to 5 working days after the webinar.

2.4 One to One telephone session

One to one 30 minute telephone support sessions where you can discuss your VMC Accreditation application with a member of the UK National Agency will be available in April 2018. For further details and to request a call, please complete the Expression of Interest form, which is available on the [VET Mobility page of our website](#).

2.5 Online Newsletter

Please [sign up](#) to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

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