

## MOBILITY PROJECT FOR VET LEARNERS AND STAFF

A VET mobility project can comprise one or more of the following activities:

### Learners' mobility:

- a VET traineeship abroad for up to 12 months.

This activity is open to both apprentices and students in vocational training schools. These learners undertake a vocational training placement in another country. Learners are hosted either at a workplace (in an enterprise or other relevant organisation) or at a VET school (with periods of work-based learning in an enterprise or other relevant organisation).

Each mobility activity is set within a quality framework previously agreed upon by the sending and receiving organisations to ensure a high level of quality for the activity, including a "Learning Agreement".

The learning outcomes are formally recognised and validated at an institutional level, course contents are adapted as necessary to ensure that the mobility period abroad fits well with the course in which the apprentice/VET student is enrolled.

In order to strengthen the employability of young people and to facilitate their transition to the labour market, recent graduates from VET schools or companies providing VET to apprentices can participate in this activity as well.

### Staff mobility:

- **teaching/training assignments:** this activity allows staff of VET schools to teach at a partner VET school abroad. It also allows staff of enterprises to provide training at a VET organisation abroad.
- **staff training:** this activity supports the professional development of VET staff in the form of a work placement or a job shadowing/observation period abroad in an enterprise or any other VET organisation.

Erasmus+ supports learning mobility of staff that:

- is framed into a strategic approach of the participating organisations (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs and is accompanied by appropriate selection, preparation and follow-up measures;
- ensures that the learning outcomes of participating staff are properly recognised and ensures that the learning outcomes are disseminated and widely used within the organisation.

These activities are also an opportunity for VET staff to gain competences in addressing the needs of learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, particular attention will be also given to support projects that train VET staff in such areas as training refugee children, intercultural classrooms, teaching youngsters in their second language, classroom tolerance and diversity.

## WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- **Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a national mobility consortium of partner organisations of the same country aimed at sending VET learners and staff to activities abroad. The national mobility consortium coordinator can also – but not necessarily – act as sending organisation.
- **Sending organisation:** in charge of selecting VET learners/staff and sending them abroad.
- **Receiving organisation:** in charge of receiving foreign VET learners/staff and offering them a programme of activities, or benefiting from a training activity provided by VET staff.
- **Intermediary organisation:** this is an organisation active in the labour market or in the fields of education, training and youth. It is a partner in a national mobility consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending VET organisations and to better match apprentice/student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

The sending and receiving organisations, together with the students/staff, must have agreed on the activities to be undertaken by the students - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

VET learners going on mobility for 19 days or longer are eligible to receive a linguistic support. Online linguistic support is being gradually implemented in the course of the Programme. It is made available by the European Commission to eligible participants to assess their foreign language competences and to offer, where necessary, the most appropriate language learning before and/or during mobility (for more details, see Annex I of this Guide).

For VET Mobility projects, applicant organisations can choose between applying with or without an Erasmus+ VET Mobility Charter, depending on whether the organisations involved have been awarded a Charter or not during the previous year. The eligibility and award criteria for these two application modalities are described below.

## MOBILITY PROJECT FOR VET LEARNERS AND STAFF WITHOUT THE ERASMUS+ VET MOBILITY CHARTER

### WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that a VET mobility project must respect in order to be eligible for an Erasmus+ grant:

#### GENERAL ELIGIBILITY CRITERIA

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| <p><b>Eligible activities</b></p>                  | <p>A VET mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ VET learners traineeships in vocational institutes abroad;</li> <li>▪ VET learners traineeships in companies abroad;</li> <li>▪ Teaching/training assignments abroad;</li> <li>▪ Staff training abroad.</li> </ul>  |
| <p><b>Eligible participating organisations</b></p> | <p>A participating organisation can be:</p> <ul style="list-style-type: none"> <li>▪ any public or private organisation (or its subsidiary/branch) active in the field of vocational education and training (defined as a VET Organisation); or</li> <li>▪ any public or private organisation active in the labour market or in the fields of education, training and youth.</li> </ul> <p>For example, such organisations can be:</p> <ul style="list-style-type: none"> <li>– a vocational education school/institute/centre;</li> <li>– a public or private, a small, medium or large enterprise (including social enterprises);</li> <li>– a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;</li> <li>– a public body at local, regional or national level;</li> <li>– a research institute;</li> <li>– a foundation;</li> <li>– a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including adult education);</li> <li>– a non-profit organisation, association, NGO;</li> <li>– a body providing career guidance, professional counselling and information services;</li> <li>– a body responsible for policies in the field of vocational education and training.</li> </ul> <p>Each organisation must be established in a Programme Country.</p> |
| <p><b>Who can apply?</b></p>                       | <ul style="list-style-type: none"> <li>▪ A VET organisation (or its subsidiary/branch) sending learners and staff abroad;</li> <li>▪ The coordinator of a national mobility consortium.</li> </ul> <p>Individuals cannot apply directly for a grant.</p>  |



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| <b>Number of participating organisations</b> | <p>A mobility activity is transnational and involves minimum two participating organisations (at least one sending and at least one receiving organisation) from different Programme Countries.</p> <p>In the case of projects presented by a national mobility consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least 3 VET organisations.</p>  |
| <b>Duration of project</b>                   | 1 to 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned.  |
| <b>Where to apply?</b>                       | To the National Agency of the country in which the applicant organisation is established.  |
| <b>When to apply?</b>                        | <p>Applicants have to submit their grant application by <b>2 February at 12:00 (midday Brussels time)</b> for projects starting between 1 June and 31 December of the same year.</p> <p><b>Possible additional deadline:</b></p> <p>National Agencies may organise a second round of applications if funds remain unused, for which the rules set out in this Guide will also apply. National Agencies will inform of this possibility via their website.</p> <p>If a second round is organised, applicants have to submit their grant application by <b>4 October at 12:00 (midday Brussels time)</b> for projects starting between 1 January and 31 May of the following year.</p> |
| <b>How to apply?</b>                         | Please see Part C of this Guide for details on how to apply.   |
| <b>Other criteria</b>                        | A VET organisation (or its subsidiary/branch) or national mobility consortium can apply only once per selection round. However, a VET organisation may be part of or coordinate several different national mobility consortia applying at the same time.   |

**ADDITIONAL ELIGIBILITY CRITERIA FOR LEARNERS MOBILITY**

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| <b>Duration of activity</b>     | From 2 weeks (i.e. ten working days) to 12 months, excluding travel time.   |
| <b>Venue(s) of the activity</b> | Participants must carry out their mobility activity abroad, in another Programme Country.   |
| <b>Eligible participants</b>    | <p>Apprentices or VET students (whose studies typically include work-based learning) resident in the country of the sending organisation. Persons accompanying VET learners abroad.</p> <p>Recent graduates of a VET school or company (i.e. former apprentices) may also participate in the activity. Recent graduates must undertake their training placement abroad within one year of their graduation.</p> |

**ADDITIONAL ELIGIBILITY CRITERIA FOR STAFF MOBILITY**

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| <b>Duration of activity</b>     | <p>From 2 days to 2 months, excluding travel time.</p> <p>The minimum 2 days must be consecutive.</p>  |
| <b>Venue(s) of the activity</b> | Participants must carry out their mobility activity abroad, in another Programme Country.  |
| <b>Eligible participants</b>    | <p>Staff in charge of VET (such as teachers, trainers, international mobility officers, staff with administrative or guidance functions, etc.) in a working relation with the sending organisation(s), as well as other staff involved in the strategic development of the organisation.</p> <p>In case of teaching/training assignments, the Action is also open to persons from enterprises, public sector and/or civil society organisations.</p> <p>In addition, for teacher/training assignments, the action is open to trainers from enterprises in another Programme Country who have been invited to teach at the applicant VET organisations and /or in the organisations of the consortium where relevant.</p> |

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

#### AWARD CRITERIA

Projects will be assessed against the following criteria:

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| <p><b>Relevance of the project<br/>(maximum 30 points)</b></p>                         | <ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives of the Action (see section "What are the aims of a mobility project");</li> <li>- the needs and objectives of the participating organisations and of the individual participants, particularly taking into account what is specified in the European Development Plan.</li> </ul> </li> <li>▪ The extent to which the proposal is suitable to: <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants;</li> <li>- reinforcing the capacities and international scope of the participating organisations.</li> </ul> </li> </ul>   |
| <p><b>Quality of the project design and implementation<br/>(maximum 40 points)</b></p> | <ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up);</li> <li>▪ The consistency between project objectives and activities proposed;</li> <li>▪ The Quality of the European Development Plan of the applicant organisation;</li> <li>▪ The quality of the practical arrangements, management and support modalities;</li> <li>▪ The quality of the preparation provided to participants;</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools;</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities;</li> <li>▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.</li> </ul> |
| <p><b>Impact and dissemination<br/>(maximum 30 points)</b></p>                         | <ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project;</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations during and after the project lifetime;</li> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>   |

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").

#### GRANT AWARD

The maximum grant amount awarded for selected projects will depend on a number of elements:

- the number and duration of mobility periods applied for;
- the past performance of the applicant in terms of number of mobility periods, good quality in the implementation of activities and sound financial management, in case the applicant has received a similar grant in previous years;
- the total national budget allocated for the mobility Action.