



MOBILITY PROJECT FOR ADULT EDUCATION STAFF

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

Staff mobility:

- **teaching/training assignments:** this activity allows staff of adult education organisations to teach or provide training at a partner organisation abroad.
- **structured courses or training events abroad:** support the professional development of adult education staff;
- **Job shadowing:** provides an opportunity for adult education staff to spend a period abroad in any relevant organisation active in the adult education field.

These activities are also an opportunity for staff of adult education organisations to gain competences in addressing the needs of adult 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 staff of adult education organisations in such areas as training refugee adult learners, intercultural classrooms, teaching adult learners 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 adult education staff to activities abroad. The consortium coordinator can also – but not necessarily – act as sending organisation.
- Sending organisation: in charge of selecting staff and professionals active in the field of adult education and sending them abroad. The sending organisation is either the applicant organisation or a partner in a national mobility consortium.
- Receiving organisation: in charge of receiving foreign adult education staff and offering them a programme of activities, or benefiting from a training activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

- a course provider (in the case of participation in a structured course or training event);
- a partner or any other relevant organisation active in the adult education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity.

Erasmus+ supports learning mobility of staff that:

- is framed within a European Development Plan of the sending organisations (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs;
- 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.

WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

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



ELIGIBILITY CRITERIA

<p>Eligible activities</p>	<p>An adult education mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> ▪ teaching/training assignments; ▪ structured courses or training events abroad; ▪ job shadowing
<p>Eligible participating organisations</p>	<p>A participating organisation can be:</p> <ul style="list-style-type: none"> ▪ any public or private organisation active in the field of non-vocational adult education (defined as adult education organisation) <p>or</p> <ul style="list-style-type: none"> ▪ any public or private organisation active in the labour market or in the fields of education, training and youth. <p>For example, such organisations can be:</p> <ul style="list-style-type: none"> – an adult education school/institute/centre; – an establishment for adult learners with special needs; – a higher education institution (including those providing educational opportunities for adults); – a public or private, a small, medium or large enterprise (including social enterprises); – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; – a public body at local, regional or national level; – a research institute; – a foundation; – a school/institute/educational centre; – a non-profit organisation, association, NGO; – a cultural organisation, library, museum; – a body providing career guidance, professional counselling and information services. <p>Each organisation must be established in a Programme Country.</p>
<p>Who can apply?</p>	<ul style="list-style-type: none"> ▪ A non-vocational adult education organisation sending its staff abroad; ▪ A non-vocational adult education organisation, acting as coordinator of a national mobility consortium of non-vocational adult education organisations. <p>Individuals cannot apply directly for a grant.</p>
<p>Number of participating organisations</p>	<p>Only the sending organisation needs to be identified at the time of applying for a grant.</p> <p>However, 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 three adult education organisations.</p> <p>During the stage of implementation of the mobility project, minimum two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved.</p>
<p>Duration of project</p>	<p>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 over time.</p>
<p>Duration of activity</p>	<p>From 2 days to 2 months, excluding travel time.</p> <p>The minimum 2 days must be consecutive.</p>
<p>Venue(s) of the activity</p>	<p>Participants must carry out their mobility activity abroad, in another Programme Country.</p>
<p>Eligible participants</p>	<p>Staff in charge of adult education, in a working relation with the sending adult education organisation(s), as well as their staff involved in the strategic development of the organisation.</p>
<p>Where to apply?</p>	<p>To the National Agency of the country in which the applicant organisation is established.</p>



When to apply?	<p>Applicants have to submit their grant application by 2 February at 12:00 (midday Brussels time) for projects starting between 1 June and 31 December of the same year.</p> <p>Possible additional deadline:</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 4 October at 12:00 (midday Brussels time) for projects starting between 1 January and 31 May of the following year.</p>
How to apply?	Please see Part C of this Guide for details on how to apply.
Other criteria	An adult education organisation or national mobility consortium of adult education organisations can apply only once per selection round. However an adult education organisation may be part of or coordinate several different consortia applying at the same time.

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:

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

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").

WHAT ELSE SHOULD YOU KNOW ABOUT THIS ACTION?

PARTICIPANTS FROM/TO OUTERMOST REGIONS AND OVERSEAS COUNTRIES AND TERRITORIES

In line with the Regulation establishing the Erasmus+ Programme, which calls on taking into account the constraints imposed by the remoteness of the outermost regions and the Overseas Countries and Territories (OCTs) of the Union when implementing the Programme, special funding rules are set in order to support expensive travel costs of participants from/to outermost regions and OCTs insufficiently covered by the the standard funding rules (based on contribution to unit costs per travel distance band).

Applicants of mobility projects will be allowed to claim financial support for travel costs of participants from/to outermost regions and OCTs under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs: see "What are the funding rules?"). This would be allowed provided that applicants can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

OTHER INFORMATION

More compulsory criteria and additional useful information relating to this Action can be found in Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.