



MOBILITY PROJECT FOR VET LEARNERS AND STAFF

Organisations may apply for a VET learners and staff mobility projects in two ways:

- Any eligible organisation may apply for funding for Mobility projects for VET learners and staff **without** the Erasmus+ VET Mobility Charter
- Organisation with a proven track record holding a valid **Erasmus+ VET Mobility Charter** may use a fast-track procedure to apply for funding for Mobility projects for VET learners and staff **with** the Erasmus+ VET Mobility Charter

The eligibility and award criteria for these two application modalities are described in the relevant sections of this Action.

ERASMUSPRO: SUPPORT FOR LONG-TERM MOBILITY OF VET LEARNERS OR RECENT GRADUATES

In December 2016, the Communication "Investing in Europe's Youth" launched "ErasmusPro", a policy initiative aimed at increasing long-term mobility abroad, for Vocational Education and Training learners, including apprentices or recent graduates. ErasmusPro responds to calls by the European Parliament, as well as companies, and other VET stakeholders, to increase the quality, the attractiveness, and the employability of VET learners through long-term work-placements abroad.

VET mobility has a clear value in helping young people open up their minds, widen their social, professional and transversal skills, develop a taste for innovation and initiative and a sense of European citizenship. It is a means to improve the overall performance of the organisations (both VET providers and companies) involved in such practices, by developing sustained internationalisation strategies, while also helping business find the right skills they need to increase their competitiveness. Long-term placements abroad have a higher added value for learners in terms of developing job specific skills and an even better acquaintance with the foreign language, culture and work environment, thus boosting their employability.

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

Learners' mobility:

- **Mobility in VET providers and/or companies abroad**, from 2 weeks to less than 3 months;
- **Long-term mobility in VET providers and/or companies abroad (ErasmusPro)**, from 3 to 12 months.

These activities are open to VET learners (including apprentices) in vocational training organisations (VET providers). To strengthen the employability of VET learners and to facilitate their transition to the labour market, recent graduates (less than 12 months after graduation), can also participate in these activities. Activities can take the form of full work placements with learners hosted in a company or other relevant organisation, or at a VET provider (a school, institute or other organisation providing vocational education and training) offering a combination of school based learning and a strong work-based component (work placements). In the case of long-term mobilities (ErasmusPro), while the host body can be a VET provider, the activity should have a clear work-based learning component – usually in the form of a work placement in a company.

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 is well fitted to the course in which the apprentice/VET learner is enrolled.

In the framework of ErasmusPro activities, short "Advance Planning Visits" (APV) of staff from sending to hosting organisations (VET providers and/or companies) may be funded in order to facilitate interinstitutional cooperation, better prepare the mobilities and ensure their high quality.

Staff mobility:

- **Teaching/training assignments:** this activity allows staff of VET providers to teach at a partner VET provider abroad. It also allows staff of companies to provide training at a VET provider 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 a company or any other VET provider.

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 which is not a sending organisation, but whose expertise allows it to assist the sending VET providers with administrative procedures, practical arrangements, matching apprentice/learner profiles with the needs of companies in case of traineeships, and preparing the participants. If the intermediary organisation is a partner in a national mobility consortium, its contribution must be clearly described as part of the project application. In case the intermediary organisation is not a part of a national mobility consortium, applicant organisations are strongly advised to formally define a set of rights and obligations when cooperating with such intermediary organisations.

The sending and receiving organisations, together with the learners/staff, must have agreed on the activities to be undertaken by the learners - 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).

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

Eligible activities	A VET mobility project must comprise one or more of the following activities: ▪ Mobility in VET providers and/or companies abroad, from 2 weeks to less than 3 months; ▪ Long-term mobility in VET providers and/or companies abroad (ErasmusPro), from 3 to 12 months. ▪ Teaching/training assignments abroad; ▪ Staff training abroad.
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Eligible participating organisations	A participating organisation can be: - any public or private organisation (or its subsidiary/branch) active in the field of vocational education and training (referred to as a VET provider); or - any public or private organisation active in the labour market (referred to as a company) For example, such organisations can be: - a vocational education school/institute/centre; - 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 (at any level, from pre-school to upper secondary education, and including adult education); - a non-profit organisation, association, NGO; - a body providing career guidance, professional counselling and information services; - a body responsible for policies in the field of vocational education and training. Each organisation must be established in a Programme Country.
Who can apply?	- A VET provider (or its subsidiary/branch) sending learners and staff abroad; - The coordinator of a national mobility consortium. Individuals cannot apply directly for a grant.
Number of participating organisations	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. 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 providers.
Duration of project	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.
Where to apply?	To the National Agency of the country in which the applicant organisation is established.
When to apply?	Applicants have to submit their grant application by 5 February at 12:00 (midday Brussels time) for projects starting between 1 June and 31 December of the same year. Possible additional deadline: 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. If a second round is organised, applicants have to submit their grant application by 1 October at 12:00 (midday Brussels time) for projects starting between 1 January and 31 May of the following year.
How to apply?	Please see Part C of this Guide for details on how to apply.
Other criteria	A VET provider (or its subsidiary/branch) or national mobility consortium can apply only once per selection round. However, a VET provider may be part of or coordinate several different national mobility consortia applying at the same time.



ADDITIONAL ELIGIBILITY CRITERIA FOR LEARNERS MOBILITY

Duration of activity	▪ Mobility in VET providers and/or companies abroad, from 2 weeks (i.e. ten working days) to less than 3 months, excluding travel time; ▪ Long-term mobility in VET providers and/or companies abroad (ErasmusPro), from 3 to 12 months, excluding travel time.
Venue(s) of the activity	Participants must carry out their mobility activity abroad, in another Programme Country.
Eligible participants	VET learners (including apprentices) whose studies typically include work-based learning, resident in the country of the sending organisation. Persons accompanying VET learners abroad. Recent graduates of a VET provider (including former apprentices) may also participate in the activity. Recent graduates must undertake their training placement abroad within 12 months after their graduation. For those countries where recent graduates must enrol in obligatory military or civil service after graduation, the period of eligibility for recent graduates will be extended by the duration of that service.
Other criteria	Advance Planning Visit (APV) For projects including ErasmusPro activities, the applicant may request Advance Planning Visits (APV) carried out by staff involved in the organisation of the ErasmusPro activities and in a working relation with the sending organisation or consortium member (such as teachers, trainers, international mobility officers, etc.). Within the framework of an APV, the following eligibility criteria must be respected: • duration: maximum 3 working days, excluding travel time; • each APV is limited to one participant; • only one APV may be carried out per hosting organisation

ADDITIONAL ELIGIBILITY CRITERIA FOR STAFF MOBILITY

Duration of activity	From 2 days to 2 months, excluding travel time. The minimum 2 days must be consecutive.
Venue(s) of the activity	Participants must carry out their mobility activity abroad, in another Programme Country.
Eligible participants	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. In case of teaching/training assignments, the Action is also open to persons from companies, public sector and/or civil society organisations. In addition, for teacher/training assignments, the action is open to trainers from companies in another Programme Country who have been invited to teach at the applicant VET providers and/or in the organisations of the consortium where relevant.

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)	▪ The relevance of the proposal to: - 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, particularly taking into account what is specified in the European Development Plan. ▪ The extent to which the proposal integrates long-term mobility (ErasmusPro). ▪ The extent to which the proposal is suitable to: - producing high-quality learning outcomes for participants; - reinforcing the capacities and international scope of the participating organisations. ▪ The extent to which the proposal is: - reaching out to target groups with fewer opportunities³⁸; - involving organisations who are newcomers to the Action;
Quality of the project design and implementation (maximum 40 points)	▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up); ▪ The clarity of planning and feasibility of implementation of long-term mobility (ErasmusPro), if applicable ▪ 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)	▪ The quality of measures for evaluating the outcomes of the project; ▪ The potential impact of the project: - 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. ▪ The extent to which the project promotes long-term mobility (ErasmusPro) by developing sustainable cross-border cooperation and recognition structures, if applicable.

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:

³⁸For a more detailed definition of people with fewer opportunities see Part A of this Guide, section "Equity and inclusion"



- the number and duration of mobility periods applied for;
- the extent to which the proposal integrates long-term mobility from 3 to 12 months duration (ErasmusPro);
- 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.

WHAT ELSE YOU SHOULD KNOW ABOUT THIS ACTION?

EXCEPTIONAL COSTS FOR EXPENSIVE TRAVEL

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

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.

MOBILITY PROJECT FOR VET LEARNERS AND STAFF WITH 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 with an Erasmus+ VET Mobility Charter must respect in order to be eligible for an Erasmus+ grant:

GENERAL ELIGIBILITY CRITERIA

Who can apply?	Individual organisations or consortia, established in a Programme Country, that are holders of the Erasmus+ VET Mobility Charter ³⁹ .
Eligible activities	A VET mobility project must comprise one or more of the following activities: ▪ Mobility in VET providers and companies abroad, from 2 weeks to less than 3 months; ▪ Long-term mobility in VET providers and companies abroad, from 3 to 12 months (ErasmusPro). ▪ Teaching/training assignments abroad; ▪ Staff training abroad.
Number of participating organisations	A mobility activity is transnational and involves a minimum of two participating organisations (at least one sending and one receiving organisation) from different Programme Countries. In case of projects from national mobility consortia holding an Erasmus+ VET Mobility Charter, the sending and receiving organisations must be from different Programme Countries.
Duration of project	1 to 2 years. The applicant must choose the duration at application stage.
Where to apply?	To the National Agency of the country in which the applicant organisation is established.
When to apply?	Applicants have to submit their grant application by 5 February at 12:00 (midday Brussels time) for projects starting between 1 June and 31 December of the same year. Possible additional deadline: 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. If a second round is organised, applicants have to submit their grant application by 1 October at 12:00 (midday Brussels time) for projects starting between 1 January and 31 May of the following year.

³⁹ For more information on the Charter, see the section "The Erasmus+ VET Mobility Charter" and the Annex I of this Guide.



How to apply?	Please see part C of this Guide for details on how to apply.
Other criteria	A VET provider or national mobility consortium can apply only once per selection round. However, a VET provider may be part of or coordinate several different national mobility consortia applying at the same time.

ADDITIONAL ELIGIBILITY CRITERIA FOR LEARNERS MOBILITY

Duration of activity	▪ Mobility in VET providers and/or companies abroad, from 2 weeks (i.e. ten working days) to less than 3 months, excluding travel time; ▪ Long term mobility in VET providers and/or companies abroad (ErasmusPro), from 3 to 12 months, excluding travel time.
Venue(s) of the activity	Participants must carry out their mobility activity abroad, in another Programme Country.
Eligible participants	VET learners (including apprentices) whose studies typically include work-based learning, resident in the country of the sending organisation. Persons accompanying VET learners abroad. Recent graduates of a VET provider (including former apprentices) may also participate in the activity. Recent graduates must undertake their training placement abroad within 12 months after their graduation. For those countries where recent graduates must enrol in obligatory military or civil service after graduation, the period of eligibility for recent graduates will be extended by the duration of that service.
Other criteria	Advance Planning Visit (APV) For projects including ErasmusPro activities, the applicant may request Advance Planning Visits (APV) carried out by staff involved in the organisation of the ErasmusPro activities and in a working relation with the sending organisation or consortium member (such as teachers, trainers, international mobility officers, etc.). Within the framework of an APV, the following eligibility criteria must be respected: • duration: maximum 3 working days, excluding travel time; • each APV is limited to one participant; • only one APV may be carried out per hosting organisation

ADDITIONAL ELIGIBILITY CRITERIA FOR STAFF MOBILITY

Duration of activity	From 2 days to 2 months, excluding travel time. The minimum 2 days must be consecutive.
Venue(s) of the activity	Participants must carry out their mobility activity abroad, in another Programme Country.
Eligible participants	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. In case of teaching/training assignments, the Action is also open to persons from companies, public sector and/or civil society organisations. In addition, for teacher/training assignments, the action is open to trainers from companies in another Programme Country who have been invited to teach at the applicant VET providers and/or in the organisations of the consortium where relevant

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

AWARD CRITERIA FOR APPLICATIONS FROM VET MOBILITY CHARTER HOLDERS

There is no qualitative assessment (the quality has been assessed at the stage of the application for the VET Mobility Charter itself) and therefore there are no award criteria.