

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Visits and Exchanges for Adult Education Staff</b>
<b>Objectives and description of the action</b>	<p>The objective of this Action is to help improve the quality of adult learning in the broadest sense - formal, non-formal or informal - by enabling present or future staff working in this field, or persons who are engaged in the in-service training of such staff, to undertake a work-related visit to a country participating in the Lifelong Learning programme (LLP) other than that in which they normally live or work. In this way, participants are encouraged to gain a broader understanding of adult learning in Europe and, depending on the purpose of the visit, to improve their practical teaching / coaching / counselling / management skills and/or support the work of the host organisation by providing expertise in the area of teaching, management or other related activities.</p> <p>The duration of the visit will vary depending on its purpose, but may not exceed 3 months (visits lasting more than 3 months will normally be eligible under the "Grundtvig Assistantships" Action - see the relevant page in this Guide).</p> <p>The visits may be carried out singly or, where this is appropriate for the visit concerned, in small groups (in the latter case, a separate application must be submitted for each participant). They may be uni-directional or carried out as part of an exchange between organisations. Where appropriate, one grant may cover visits to several organisations.</p> <p>The visit activities for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning. This may, for example, have to do with:</p> <ul style="list-style-type: none"> <li>• Carrying out a teaching assignment at an adult education organisation;</li> <li>• Studying aspects of adult education/learning in the host country, such as: the content and delivery of adult education (course content and teaching methodology), the methods adopted to increase access opportunities to adult learning, the management of adult learning (governance at local and regional level, administration and leadership of organisations, budgeting, quality assurance etc.), support services such as counselling and guidance, developing community-based schemes for adult learning etc.;</li> <li>• Studying and/or providing expertise on system/policy-related aspects of adult education including all types of strategic issues, funding models, development of indicators and benchmarking etc.</li> <li>• Undergoing less formal types of training for adult education staff, such as a period of "job-shadowing" (observation) in an adult education organisation or a public or non-governmental organisation involved in adult education (grants to attend formal in-service training courses are available under the "Grundtvig In-Service Training for Adult education Staff" Action - see the relevant page in this Guide);</li> <li>• Attending a conference or seminar, where this will have a demonstrably strong added value for the candidate and thereby for his/her organisation, including the European Conferences relating to Grundtvig Learning Partnerships.</li> </ul> <p>While visits of this kind may, as a desirable side-effect, give rise to future cooperation between the participant's organisation and the organisation(s) visited abroad, applications where this is the primary purpose should be submitted under the "Preparatory Visits".</p>
<b>Who can benefit</b>	Teachers and other staff working in adult education, in-service trainers of such staff, former teachers (or other former educational staff) re-entering adult education in a professional capacity after a period away, graduates with a qualification in adult education / andragogy and advanced level students studying towards such a qualification (see "Specific eligibility rules" below for details).
<b>Who can apply</b>	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists (for example in the case of former teachers or other former educational staff re-entering the profession after a period away), the application may be submitted directly to the relevant National Agency).
<b>PRIORITIES</b>	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. There are no European priorities in 2009 for Grundtvig Visits and Exchanges for Adult Education Staff.
<b>HOW TO APPLY</b>	Decentralised, application to be sent to the relevant National Agency for the applicant.
Please consult the relevant Agency website for further information.	

<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	iMBExch
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	See NA website
<b>Duration</b>	
<b>Minimum Duration :</b>	1 day (for certain activities)
<b>Maximum Duration:</b>	12 weeks
<b>Comment on Duration:</b>	All activities must end by 30 April 2010 at the latest.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a
<b>Maximum Grant €:</b>	See NA website
<b>Comment on Funding:</b>	Conference or seminar fees: A contribution may be granted on the basis of real costs, up to a maximum of 150 € per day. Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. Please consult the NA for special rules on additional funds in the case of people with special needs.
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility</b>	

<b>rules:</b>	<p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> <li>- nationals of a country participating in the Lifelong Learning Programme;</li> <li>- nationals of other countries, provided that they are either permanent residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.</li> </ul> <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> <li>- Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> <li>o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal)</li> <li>o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities</li> <li>o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities</li> <li>o Staff working with adults with special learning needs</li> <li>o Staff such as mediators and street educators working with adults at risk</li> <li>o Counsellors or career advisors</li> <li>o Staff working in local or regional authorities dealing with adult education, including the inspectorate</li> </ul> </li> <li>- Persons involved in the in-service training of adult education staff</li> <li>- Former teachers and other educational staff (see above) re-entering adult education</li> <li>- Persons who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education</li> <li>- Persons who are recycling into adult education from other labour market situations (work, retirement, absence from professional life due to family responsibilities etc.)</li> <li>- Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field</li> <li>- Other education staff at the discretion of national authorities.</li> </ul> <p>In the case of persons re-entering adult education or recycling into adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3)The organisation(s) or event(s) to be visited must be located in a country / countries participating in the LLP different from the one(s) in which the applicant is a resident and or working. Applications must contain confirmation from the organisation(s) to be visited that they are willing to receive the visitor.</p> <p>4)The sending and/or host country must be an EU Member State, except where the purpose of the visit is to attend a conference or seminar involving participants from several European countries.</p> <p>5)Please verify with the relevant National Agency whether additional national requirements apply.</p>
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	See "Who can benefit" and "Who can apply" above
<b>Award criteria</b>	<p><b>1. European added value</b></p> <p>The visit activity abroad will have positive effects which could not be derived from similar activity within the applicant's own country of residence/work.</p> <p><b>2. Content and duration</b></p> <p>The programme for the visit is clear and reasonable; its duration is realistic and appropriate.</p> <p><b>3. Impact and relevance</b></p>

	It is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development (and that - where applicable - his/her organisation will benefit from the added insights / knowledge / competences obtained), and/or that the organisation(s) to be visited will benefit significantly from the expertise of the applicant.

<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	<a href="#">See NA website</a>
<b>Probable sending date of agreement to the beneficiaries</b>	<a href="#">See NA website</a>
<b>Probable starting date of the action</b>	<a href="#">See NA website</a>