



Lifelong Learning Programme Leonardo da Vinci Guidance Note for filling in Application Form for Leonardo da Vinci Certificate in mobility

Please read this note to assist you to better fill in the application form for the Leonardo da Vinci Certificate in Mobility.

Concerning eligibility criteria, please note that the certificate can only be delivered to organisations which have successfully completed as beneficiary at least one Leonardo da Vinci mobility project in the last 3 years, i.e. the final report has been submitted and accepted by the National Agency concerned. (To be adapted by each NA)

This certification application will be assessed in parallel with the mobility application. In case the request for certificate is not successful, it is still possible to be successful in the project evaluation and to be selected for a normal mobility project grant.

A certificate can cover several target groups, i.e. IVT, PLM and VETPRO – please indicate the relevant projects for the certificate request.

INTRODUCTION

PLEASE FILL IN THE MOBILITY PROJECT TITLE FOR WHICH THE CERTIFICATION APPLIES. THE BOX "CODE NUMBER FOR CERTIFICATION APPLICATION" WILL BE FILLED IN BY THE NATIONAL AGENCY.

APPLICANT ORGANISATION

Please give full details about your organisation and up to date contact details so that we can communicate with you about your application.

1. EXPERIENCE AND ACHIEVEMENTS

1.1 General information

Other mobility measures may include other national, bilateral, inter-institutional or EU-funded schemes.

When listing other mobility measures you have been involved in, please also write the name of the mobility activity and the number of mobilities that were carried out.

The National Agency will use data on past performance whilst the assessment of this application is carried out. The previous projects in the Leonardo da Vinci mobility programme are listed in section 4.6 of the project application.

1.2 Project Implementation

Whilst giving this global summary of your previous LdV projects and their achievements, please state which past LdV project in particular you believe to be the most relevant for us to assess in the quality of your past performance.

You can also give more details about other mobility schemes or initiatives that you have been involved in and that you mention in part 1.1.

1.3 Results, dissemination, impact

Please state here the most important results of your previous projects, how you publicised and disseminated these and how they have been exploited and taken up by either your organisation, partners or the wider world. Please also mention the impact you may have had at different levels and possibly in different countries. This impact might be on individuals, organisations, curricula or even on a broader level.

2. TRANSNATIONAL MOBILITY AT INSTITUTIONAL LEVEL AND PLANNED DEVELOPMENTS

2.1 General information

This table should be filled in as fully as possible. Note that Answering "NO" to one or several of the points does not exclude you per se from selection for a certificate. Our aim is to understand your organisation and its operations as fully as possible. For this reason, you must attach justifying documents if they are relevant and available. For example, please attach all relevant policy documents that show mobility strategies etc.

Organisational tasks: please attach an organisation chart where possible.

2.2 Further strategic developments planned

Please outline how you see your mobility strategy developing over the coming years. This should include the details of cooperation at regional and national level as well as details about curricula development.

2.3. Further project development planned

The "further project developments planned" part should cover the main content issues such as the number of participants, partner organisations, VET fields, placement/learning programmes, host countries, validation of acquired competences and countries and average durations.

3. SIGNATURE

The form should be signed by the legal representative that signed your mobility application form.