

# EUROPEAN COMMISSION

## APEL - EAC/A03/2014

### Erasmus+ Vocational Education and Training Mobility Charter 2015-2020

#### Part II – Procedural Annex

## *How to apply for the Erasmus + VET Mobility Charter*

### *Introduction*

#### *Should I apply to be awarded the Erasmus + VET Mobility Charter?*

This depends very much on your experience of VET mobility and the vision for your organisation's future activities. If you have already successfully carried out the number of previous VET (Leonardo) mobility projects that is stipulated in the national past performance criteria in section 9 of Part I of the Call, and if you have a vision to further internationalise your organisation and build transnational VET mobility (learners and staff) into a sustainable part of that international strategy, then the Erasmus + VET Mobility Charter may be for you. If you do not have previous experience, then it is advisable to simply apply for single mobility projects through the Erasmus+ yearly call. Similarly for smaller or more specialised institutions or for those that do not plan to intensify their international activities, then simply applying for a single project in the yearly call may be a better idea. If your organisation lacks previous experience and has not previously carried out the number of VET (Leonardo) mobility projects as stipulated in section 9 of Part I of the Call, but would like to internationalise your institution in the long-term and introduce regular and sustainable mobility, then we suggest that you accrue the necessary experience through single projects, garnering the necessary experience in managing transnational VET mobility, and then apply to be awarded the Erasmus + VET Mobility Charter after several years.

In addition, consortia may also apply for the Charter. Consortia are made up of three or more organisations active in the field of VET and cooperating to improve their internationalisation and mobility. Consortia might already be ones either formally or informally established under the previous Life-long Learning Programme, or they can be new ones formed for Erasmus +. Consortia whose organisations each have the necessary past

experience as defined above may apply for the Charter; those where one or more members do not have the prerequisite past performance can still apply for single mobility projects under the yearly calls.

If you have doubts, please contact your National Agency who can advise on the best way to proceed. Further opportunities to apply for the Erasmus + VET Mobility Charter are foreseen in the coming years.

## *Philosophy behind the process of the Erasmus + VET Mobility Charter*

The award of the Charter is intended to encourage organisations that have track records of proven quality in learner and staff mobility to further develop their international strategies by giving them the possibility to apply using a simplified application procedure. This gives them the flexibility and room for manoeuvre to further develop their international activities. By this we mean embedding international mobility in their activities and curricula and also developing further international approaches by, for example, networking with bodies in other countries, promoting the learning of foreign languages and looking beyond what is the national VET approach. It is about a strategy and a roadmap for sustainability of international mobility and moving steadily towards it.

A certain community of organisations in each country have become regular programme beneficiaries and over many years have developed their international activities and enhanced their quality. The Commission intends to facilitate their participation and simplify procedures by introducing simplified applications (mainly planned mobility flows) and simplified reporting structures under the yearly Erasmus + Calls once the organisation has been awarded the VET Mobility Charter. It will therefore still be a requirement to make applications under subsequent general calls. The award of the Charter in itself is not an award of funding.

The Charter process will reward past performance and will check ex-ante the management capacities of the organisation and the quality of mobility organisation (a kind of ex-ante quality commitment) as well as looking more deeply at the institution's international strategy and plans for future development.

Quality standards have to be maintained by organisations which hold the Charter and they will be monitored during the course of the Erasmus + Programme. Any major failing in the quality of the mobility or the management, any reduction in the capacity of the organisation to carry out the necessary foreseen mobilities or any loss of internationalisation focus within

the organisation's strategies and activities could result in the withdrawal of the Erasmus + VET Mobility Charter.

## *The Application Form*

### *General Information*

If you are a consortium, please reflect this in the whole of the application form and refer to the perspective role, activities and goals of each member of the consortium. The purpose of mobility consortia is to facilitate the organisation of mobility activities and to offer added value in terms of quality of activities compared to what each individual sending VET institution (eg VET school) would be able to deliver alone.

The member organisations of a VET mobility consortium are expected to pool or share services related to the organisation of mobility and develop their internationalisation together through mutual cooperation and sharing of contacts. Joint activities include typically joint administrative, contractual and financial management of mobility, joint selection and/or preparation and mentoring of participants as well as, where relevant, a centralised point for finding enterprises and for matchmaking enterprises and participants. The mobility consortium can also act as a facilitator for incoming trainees and staff. This includes finding a receiving organisation in the region where the mobility consortium partners are located and providing assistance in case of need.

The consortium coordinator, possibly together with other/intermediary organisations, has to play an active role in fostering contacts with enterprises and finding opportunities for traineeships and training places for staff, in promoting these activities and providing information, etc.

Each sending VET organisation remains responsible for the quality, the contents and the recognition of the mobility periods. Each member of the consortium is required to sign an agreement with the consortium coordinator to specify the roles and responsibilities and the administrative and financial arrangements; the modalities of cooperation shall specify matters like the mechanisms for preparation, quality assurance and follow-up of mobility periods.

### *Context*

Please make sure that all boxes are duly filled in.

## *National Agency of the Applicant Organisation*

Please choose correctly the appropriate National Agency in the country where your organisation is established. If your organisation is established in Belgium, please select the Agency of the appropriate language community.

## *Applicant organisation*

Please make sure that all the boxes are duly filled in.

## *Profile*

Please select the correct profile of your organisation.

## *Background and Experience*

Please give a brief presentation of your organisation and show its aims in transnational mobility and the types of people that you wish to send abroad. Please indicate objectives of the Erasmus + Programme that your organisation shares and explain your motivation to be awarded the Charter.

It is also important to show the management structure behind the organisation of transnational mobility, including human resources (staff and volunteers) and describe the skills of the persons in charge of managing transnational mobility and the internationalisation strategy. Do you have an international office? Do you have a written international strategy?

If you have previously been awarded the Leonardo da Vinci Mobility Certificate, then please enter its reference code.

Your application will be assessed not only on the strength of this application form, but also on your past performance during the Life-long Learning Programme (LLP). Assessors will have information at hand about your previous record in transnational mobility through the LLP. That said, in the section "Background and Experience" you should highlight your experience in VET mobility as fully as possible, including the impact of the previous Leonardo da Vinci Certificate where relevant and how, if at all, that affected your internationalisation.

## *Legal Representative*

For legal reasons, it is essential that this section is accurately and fully filled in.

## *Contact Person*

Please fully complete the details of the chief contact person in charge of the transnational mobility activities of your organisation.

## *Strategy and Experience*

1) Here you should attach a document that fully outlines your organisation's internationalisation strategy, including full details of your transnational mobility approaches and aims. If you are a consortium show related details for all organisations in the consortium. Show your strategic goals and decisions related to mobility activities. Please include other activities and projects, in addition to VET mobility, and show other ways in which your institution is internationalising. Please also describe quality approaches to implementing this strategy and your own resources available for fostering further transnational mobility. For ideas on developing such strategies and to best gauge where your organisation is in the process, you are welcome to refer to the following two links:

i) [www.erasmusplusvet.nl/QIS2020](http://www.erasmusplusvet.nl/QIS2020)

The Quality and Impact Scan (QIS) is a tool that can help VET providers to analyse their current status concerning internationalisation strategies and further develop these strategies.

ii) [http://www.cimo.fi/services/publications/strength\\_from\\_international\\_cooperation](http://www.cimo.fi/services/publications/strength_from_international_cooperation)

(A useful guidebook for the strategic planning of international cooperation)

2) If you are applying on behalf of a consortium, the organisations in the consortium should each have had the experience of managing the number of previous VET (Leonardo da Vinci) mobility projects as stipulated in section 9 of Part I of the Call. Please mention the role of each partner and provide details of each partner organisation in the relevant boxes of the form, with a short description of each partner organisation's aims and activities. You should also mention how the consortium as a whole plans to cooperate and communicate. You should also detail where appropriate each partner organisation's own funds that can be used to carry out mobility and how these funds have been used, including the number of people undertaking transnational mobility and their typical profile.

## *Implementation of Past and Current Mobility Activities*

### *General Information: Past and Current Activities*

Provide information on how many LDV mobility projects have been carried out by your organisation during the last 3 years, the average number of participants per year and the types of activity involved. Show the profile of the participants and whether they are students, apprentices, recent graduates or staff. Show too the percentage of your student population that undertakes learning mobility where relevant. Note that assessors will not only take into account the information that you provide here, but will also take a wider view of your past performance in VET mobility throughout the previous Lifelong Learning Programme when assessing this Charter application.

### *Organisational Issues and Quality Management of Future Mobility Activities*

An important part of this application is to detail how you intend to manage the mobility activities that you carry out. This is vital, given that quality in mobility can only be achieved in the right framework of quality management, and therefore in order to receive the VET Mobility Charter it is necessary to show how you manage the full cycle of mobility from preparation to follow-up. This means committing to a de facto "Quality Commitment", Without it, your organisation cannot receive the Charter.

Therefore you need to explain how you manage the mobility within your organisation(s) and detail how the important practical arrangements for organizing travel, subsistence, social security, insurance, and the like are made.

If you have a high demand for mobility, please show a clear and transparent process for selecting participants, including the different stages for selection and the criteria you use to make the final decision. Show whether you use mobility for the most able learners, or whether you use it too for weaker performers such as those with learning difficulties or fewer opportunities where appropriate.

Please give an idea of the type of participants that you envisage sending. Their preparation is of paramount importance for achieving quality mobility activities. Please explain how the participants are prepared, whether this is sector-specific, task-related, linguistic, intercultural, psychological etc.

If you plan to involve participants who face barriers to their participation, whether for socio-economic reasons, or due to special needs or other factors, please detail the approaches that you use to enable them to participate.

You will need to detail how you monitor the mobility activities so as to ensure the highest possible quality of the training placements and communication channels open to participants when they are abroad. There should also be a support or mentoring when the participants are abroad so that they have a reference point for any professional or personal reasons. Or you may send accompanying persons with younger participants or those with special needs, and this should be detailed here too.

In the learning outcomes section, show how the learning outcomes of the mobilities are recognised, either through ECVET, Europass, or in some other way. Show how agreements are made with the hosting organisations, and if ECVET is used, show how the Memoranda of Understanding are established. Also show how host organisations are chosen and how Learning Agreements are drawn up taking into account the required learning outcomes. This should show fully the different modalities of cooperation. Show the assessment procedures that are used in validating and recognising the learning outcomes. Are non-formal and informal experiences also recognised? Are unplanned but achieved learning outcomes taken into account? Please provide details of how this is carried out and also how you plan to develop in the future.

Finally, you should detail the main achievements of your previous work, and its impact, how you disseminate your results and evaluation procedures that you have put in place to assess whether the transnational mobility has had its desired results and to follow the development of the participants following their mobility activity. Whilst highlighting your achievements, please also show the achievements and impact of the **previous Leonardo da Vinci Certificate** where this is relevant.

### *Future Developments*

Describe here your long term strategy and any new developments foreseen. Show your planned mobility flows over the next three Call years (2015, 2016, 2017), breaking down estimated numbers by VET learners and staff. Show also whether you will use only Erasmus + funds or whether you have your own resources or funds from national or other schemes. Note that what is required for future planned mobility flows is a wise estimation. The actual amount of mobilities to be granted will be decided when your project application is submitted under general calls in subsequent years and then assessed.

## Assessment Procedure

### *How will my application be assessed?*

Your application will be assessed 50% on the strength of your organisation's past performance in organising VET mobility, 20% on its international strategy, 20% on the quality of management and organisation of mobility and 10% on planned future developments. When assessing past performance, information will be taken into account not only from this Application Form but also in general from your previous LLP performance.

The VET Charter will therefore be awarded based on the following award criteria:

#### ❖ **PAST PERFORMANCE (EXPERIENCE AND ACHIEVEMENTS OF TRANSNATIONAL MOBILITY ) 50/100**

Of which:

**Level of Previous Experience:** The applicant demonstrates a level of experience proportionate to the organisation's size, international strategy and capability (number of projects successfully carried out and completed – necessary minimum level defined nationally in the Call), amounts of mobility, size of budgets etc, through involvement in VET (Leonardo) mobility initiatives. 10/100

**Nature of Previous Experience:** The previous experience of the applicant in implementing VET (Leonardo) mobility projects adequately reflects the nature of the present application. This takes into account references to the target groups, target countries, partners, sectors, durations of placements, work programme/tasks, preparation periods, recognition of competences and any other relevant information. 10/100

**Quality and Achievements of Previous Experience:** The extent to which the applicant demonstrates an appropriate level of successful experience (use of budget, quality of management, satisfaction of participants, recognition of competences, use of previous LDV Certificate, etc.) through their involvement in Leonardo mobility and/or other mobility initiatives. Where relevant, the applicant shows how the use of the previous LDV mobility certificate brought about improvements in the management of transnational mobility. The applicant shows that the achievements of and/or improvements to the previous VET (Leonardo) mobility activities as well as the partnerships adequately demonstrate a commitment to quality and long-term development. 30/100



❖ **"INTERNATIONALISATION STRATEGY": INSTITUTIONAL STRATEGY, STRATEGY DEVELOPMENTS AND COMMITMENT TO TRANSNATIONAL MOBILITY 20/100**

The application and the supporting documentation (the attachment to the application form) on the internationalisation strategy reflect a genuine and good quality approach to developing sustainable long-term internationalisation, including transnational mobility. The general approach and commitment to long-term development of internationalisation and an international mobility strategy are clear.

❖ **"ORGANISATIONAL ISSUES AND QUALITY MANAGEMENT" 20/100**

The application shows that, both in the past performance and in future plans, the organisation reaches high quality levels of general management of mobility, including its own internal management structure, human resources and mobility organisation from preparation through to recognition and dissemination and evaluation. This includes:

**Organisational issues**, showing a solid general approach and commitment to long-term development in relation to organisational issues, including the practical arrangements around mobility like travel, accommodation and social security, the selection and preparation of participants, dealing with special needs, monitoring, mentoring, recognition of learning outcomes, dissemination and evaluation. 15/100

And

**Quality management**, showing a solid general approach and commitment to long-term development in relation to quality management, with emphasis on human resources and sustainable structures. 5/100

❖ **FUTURE DEVELOPMENTS 10/100**

The applicant shows clarity, consistency and relevance when proposing future developments. The envisaged developments explain clearly and are consistent with the overall nature and quality of the internationalisation strategy. The planned developments display appropriate relevance in relation to the applicant's long-term strategic approach. The stated expectations over the next three years appear realistic in light of the overall internationalisation strategy and taking into account the past performance of the applicant.

## **The Assessment**

The threshold for being awarded the VET Mobility certificate is a) having an overall mark of 70 / 100, and having the four separate category marks above the threshold of 25/50, 10/20, 10/20 and 5/10. Failure to pass a separate category threshold will result in the rejection of the application.

## ***Information on Selection Results and Follow-up***

Your application will be assessed and you will be informed by December 2014 whether you have been granted the Erasmus + VET Mobility Charter. If so, you will be able to apply for VET mobility under the 2015 Call through the simplified application procedure and report using the simplified reporting procedure. Otherwise, you will have to apply for a single mobility project under the 2015 Call in the usual way.

If awarded the Charter, you will be eligible to make simplified yearly applications and reports under general Erasmus + Calls. Subject to continued satisfactory performance, this will last through until 2020.

## ***Reporting and Monitoring***

### **Reporting**

**In terms of reporting**, bodies holding the VET Mobility Charter will simply fill in a simplified electronic report form when closing a contract which shows basic statistics on budget consumption and size of mobility flows. To a large degree this report is derived from the Mobility Tool.

In the third year of the Charter and 2020, in addition to the simplified report, the holders of the VET Mobility Charter will be asked to report on the internationalisation process and the impact of the Charter.

### **Monitoring**

**In terms of monitoring**, holders of the Charter may be subject to monitoring/ on-the spot checks by their National Agency that cover at the same time a) the financial and operational side of their management; b) the quality of their mobility; c) the development of their international strategy. If serious problems are detected, consequences of the monitoring could be the reduction of future budgets in case of under-use or even the withdrawal of the Charter itself.

During the lifecycle of the Charter, the National Agency may make a monitoring visit to assess your work and you may be invited to a meeting with other Charter holders to assess your progress.

### **Termination of the Charter**

Poor quality, bad financial management, fraud, low mobility numbers, or no progress/ declining focus with the internationalisation strategy could all be reasons to withdraw the Charter. In this event, the organisation would still be eligible to apply for VET mobility funding through single projects under the general calls.