



# Erasmus+

## General Information

This form is to be filled out by organisations wishing to be accredited under the Erasmus+ programme. Please see the Erasmus+ Programme Guide for more information about accreditation.

This application form consists of the following main sections:

- **Context:** this section asks for general information about the type of accreditation you want to apply for and about the Agency that will receive, assess and select your application;
- **Participating organisation(s):** this section asks for information about the applicant organisation and – if relevant – about any other organisation involved;
- **Description of the main activities:** this section asks for information about the organisation strategy in preparation, implementation and follow-up of the activities they plan to implement;
- **Check List/Data Protection Notice/Signature and, if relevant, background documents:** in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- **Annexes:** in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- **Submission:** in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, please refer to the e-Forms Guideline.

## Context

Programme	Erasmus+
<b>Action Type</b>	<b>Vocational Education and Training Mobility Charter</b>
Call	2015
Deadline for Submission	
Language used to fill in the form	



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## National Agency of the Applicant Organisation

[IF VET]

Please choose the National Agency in the country where your organisation is based.

Identification	
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For further details about the available Erasmus+ National Agencies, please consult the following page:

[http://ec.europa.eu/education/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm)



**Application Form for Accreditation – Call: 2015**

KA1 - Learning Mobility of Individuals

**Vocational Education and Training Mobility Charter**

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## Applicant Organisation

Role	APP - Applicant Organisation	
PIC		Check PIC
Full legal name (National language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		
Region		
P.O. Box		
Post Code		
CEDEX		
City		
Website		
Email		
Telephone 1		

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Form hash code: 1D5A426D7904E36E

Validate



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Telephone 2	
Fax	

## Profile

Type of Organisation	
Is your organisation a public body?	
Is your organisation a non-profit?	

## Background and Experience

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects.

What are the activities and experience of your organisation in the areas relevant to future participation in the Erasmus+ programme?



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Please give information on the human resources of your organisation (i.e. staff and volunteers and whether they are part-time or full-time), and describe the skills and expertise of the persons that will be involved in the future Erasmus+ activities, with specific regard to organising mobility activities. If possible, add any organisational diagrams or similar to highlight the human resource structures of your international activities.

In case you are applying on behalf of a national mobility consortium, show how you intend to cooperate with the other partners.

If your organisation has been awarded a previous accreditation (i.e. LDV Mobility Certificate), please enter its reference code.

Does your organisation have its own funds to carry out mobility activities?



**Application Form for Accreditation – Call: 2015**  
KA1 - Learning Mobility of Individuals  
**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

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If your organisation has its own funds, how are these funds used? (number of activities implemented and participants sent).



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## Legal Representative

Role [NOT VISIBLE]	LR – Legal Representative
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

If the address is different from the one of the organisation, please tick this box

Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Telephone 2	



**Application Form for Accreditation – Call: 2015**

KA1 - Learning Mobility of Individuals

**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

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Contact Person

Role	CP – Contact Person
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

If the address is different from the one of the organisation, please tick this box

Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Telephone 2	

EN

Form hash code: 1D5A426D7904E36E

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**Application Form for Accreditation – Call: 2015**

KA1 - Learning Mobility of Individuals

**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

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If you are applying on behalf of a mobility consortium, please add your national consortium partners.

Add Partner

Remove Partner

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Page 9 of 33



# Erasmus+

Form version: 0.1 Adobe Reader Version: 10.104

## Partner Organisation

Role	PA - Partner Organisation	
PIC		Check PIC
Full legal name (National language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		
Region		
P.O. Box		
Post Code		
CEDEX		
City		
Website		
Email		
Telephone 1		
Telephone 2		
Fax		

Validate

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# Erasmus+

## Profile

Type of Organisation	
Is your partner organisation a public body?	
Is your partner organisation a non-profit?	

## Background and Experience

Please briefly present the partner organisation, including information on aims and targets.

What are the activities and experience of the partner organisation in the areas relevant for this consortium?

What are the skills and expertise of key staff/persons of the partner organisation related to the purpose of this consortium? Describe if they are part-time or full-time. If possible add any organisational diagrams or similar to highlight the human resource structures of your international activities.

What is the role of the partner within the consortium and how do you intend to cooperate with other partners?

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If your organisation has been awarded a previous accreditation (eg LDV Certificate), please enter its reference code.

Does your organisation have its own funds to carry out mobility activities?

If you have your own funds, how are these funds used? (number of activities implemented and participants sent).



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Form version: 0.1 Adobe Reader Version: 10.104

## Legal Representative

Role	LR – Legal Representative
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

If the address is different from the one of the organisation, please tick this box

Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Telephone 2	
<b>Add Partner</b>	<b>Remove Partner</b>

**Validate**

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## Strategy and Experience

This section shows the degree to which your organisation has integrated the objectives of the mobility projects into its general strategy and its capacity to adapt and adjust by building on past experiences.

### Mission and European Internationalisation Strategy

Please describe in an attached document your organisation's European Internationalisation Strategy (e.g. implementation of wider cooperation/networking projects at international or transnational level) and how your organisation foresees the inclusion of VET international mobility activities within it. If you are applying on behalf of a consortium, there should be a European Internationalisation Strategy attached for each partner.

## Implementation of Past and Current Mobility Activities

If you are applying on behalf of a consortium, the answers given should include information about each member of the consortium.

### General Information: Past and Current Activities

Please give brief details, including the relevant contract numbers and titles, of the last three completed VET mobility projects that your organisation has carried out under the Lifelong Learning Programme and/or Erasmus+.



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How many mobility projects funded by the European Union has your organisation carried out in the last 3 years?

What is the average number of participants involved per year in these mobility activities?

Please describe the activity type and the target group of the participants mentioned above and, if your organisation has experience in other types of mobility activities, describe them too.



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## Organisational Issues and Qualitative Management of Mobility Activities

### Project Management

How does your organisation address management issues in mobility activities (e.g. repartition of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework or certificates)? Please also stipulate possible changes and developments to your future practices.

### Practical Arrangements

How are the practical and logistic matters addressed in mobility activities carried out by your organisation (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory visits etc.)? Please also stipulate possible changes and developments to your future practices.





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## Selection of Participants

What are the criteria and procedures for selecting participants in mobility activities? How will you ensure an open and transparent recruitment process? Please also stipulate possible changes and developments to your future practices.

## Preparation of Participants

Which kind of preparation is offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Are these preparatory activities tailor made for vocational and occupational needs? Are the host partners involved in this preparation? Please also stipulate possible changes and developments to your future practices.



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## Participants with Fewer Opportunities

Does your organisation involve or plan to involve participants who face situations that make their participation in the activities more difficult?

YES
NO

If so, please describe their profile and your approach to enabling them to participate, including how they will be involved and how you will support them.

## Monitoring

How are the participants supervised during their mobility activity? Who monitors their work programme and progress and the overall quality of the training placement? Has your organisation put in place specific communication channels? Please also stipulate possible changes and developments to your future practices.



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## Mentoring and Support

Which measures are put in place in order to support the participants during their mobility activity (e.g. support provided by a contact point, a mentor and/or an accompanying person)? Please also stipulate possible changes and developments to your future practices.

## Learning outcomes

Which European or national instruments/certificates are used to recognise and/or validate the learning outcomes of participants? How are the agreements with participants drafted and managed? What are the assessment procedures to ensure the validation and recognition of the learning outcomes of the participants? Are learning outcomes that were not originally planned but nevertheless achieved during the mobility taken into account? Is the non-formal and informal experience also recognized? If yes, how? Please also stipulate possible changes and developments to your future practices.



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If your organisation applies or plans to apply ECVET in the recognition of participants' learning outcomes, please explain how Memoranda of Understanding are/will be established between the competent bodies.

## Achievements

What has been the main qualitative achievement of your previous and current mobility activities? What has been the impact of these activities on the organisations involved? What has been the impact outside the organisation at local, regional and/or national levels? How did your organisation integrate these achievements in its overall international strategy?



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## Dissemination of Projects' Results

Which activities does your organisation carry out in order to share the results of your mobility projects outside your organisation and partners? What are the target groups of your dissemination activities? Please also stipulate possible changes and developments to your future practices.

## Impact of Projects' Results

Please state the potential impact of the VET Mobility Charter and its mobility activities on participants and participating organisations. In addition, show any impacts expected outside your own organisational structure at local, regional, national and/or European level.



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## Quality Management and Evaluation

Which activities does your organisation carry out in order to assess whether, and to what extent, mobility activities have reached their objectives and desired results? How does your organisation evaluate the personal and professional development of participants following their mobility activity? Please also stipulate possible changes and developments to your future practices. What processes are put in place that will ensure quality improvement based on the results from the evaluation activities?



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## Future Developments

If you are applying on behalf of a consortium, the answers given should include information about each member of the consortium.

Please describe your long term strategy and any developments and adaptations you foresee in the future to your overall strategy to develop transnational mobility activities.

Please state approximately how many participants you plan to send yearly over the next 5 years. In addition, please break these figures down to show proportionately how many VET learners and VET staff are involved and also the proportion of the mobility that you intend to cover with Erasmus+ funds and the proportion to be covered by other national mobility schemes or own funds.



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How many mobilities are you planning to realize in the coming five Call years?

	Learners	Staff
First year (2016)		
Second Year (2017)		
Third Year (2018)		
Fourth Year (2019)		
Fifth Year (2020)		
Total		





**Application Form for Accreditation – Call: 2015**

KA1 - Learning Mobility of Individuals

**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

# Erasmus+

## Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official application form for Accreditation.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- you have chosen the correct National Agency of the country in which your consortium is based.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application. (Please annex a copy of the signature page of the application form, with the signature.)
  - The signed mandates in case of a consortium.
  - Each organisation's "European Internationalisation Strategy".
  - Organisational diagrams where relevant
- you are complying with the deadline.
- you have saved or printed the copy of the completed form for yourself.



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## Data Protection Notice

### PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF). Any personal data shall be processed by the National Agencies pursuant to the applicable national law transposing Directive 95/46/EC on the protection of individuals with regard to the processing of personal data.

<http://www.edps.europa.eu/>



# Erasmus+

## Declaration of Honour

I, the undersigned, certify that the information contained in this application is correct and complete;

I, the undersigned, certify that the applicant(s) is (are not) in one of the situations which would exclude them from participating in the Award Procedure for the Erasmus + VET Mobility Charter;

- declare that none of the statements about the applicant (members of the consortium) is(are) right:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) or persons having power of representation have been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

c) has been guilty of grave professional misconduct proven by any means which the Commission can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the action is to be implemented;

e) or persons having power of representation have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

f) is subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another (grant) award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.



# Erasmus+

- declare that the natural persons with power of representation, decision-making or control (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;

- declare that the applicant (members of the consortium):

g) has (have) no conflict of interests in connection with the Award Procedure for the Erasmus + VET Mobility Charter; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the Commission without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;

i) provided accurate, sincere and complete information within the context of this award procedure and that they are not guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the award procedure or fail to supply this information;.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, (or affiliated entities where applicable), who are guilty of misrepresentation.

In case of award of the Erasmus + VET Mobility Charter, at the subsequent stage of funding request, the following evidence shall be provided upon request and within the time limit set by the Commission (in accordance with art.197 Rules of Application (of Financial Regulation), the Responsible Authorising Officer may, depending on a risk assessment, request that successful applicants provide the evidence of their complying with the exclusion criteria):

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the applicant is a legal person and the national legislation of the country in which the applicant is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the applicant .



**Application Form for Accreditation – Call: 2015**

KA1 - Learning Mobility of Individuals

**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

# Erasmus+

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the applicant is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the Commission.

I declare that the applicant(s) is (are) fully eligible in accordance with the criteria set out in the Award Procedure for the Erasmus + VET Mobility Charter.

I certify that the applicant(s) has (have) the financial and operational capacity to carry out the proposed action.

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicant(s) found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded the Erasmus + VET Mobility Charter, the applicant(s) accept the general conditions as laid down in the Call for Erasmus + VET Mobility Charter publicly available.

Your reply to the Award Procedure for the Erasmus + VET Mobility Charter application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the National Agency and



**Application Form for Accreditation – Call: 2015**  
KA1 - Learning Mobility of Individuals  
**Vocational Education and Training Mobility Charter**

Form version: 0.1 Adobe Reader Version: 10.104

# Erasmus+

Commission. Details concerning the processing of your personal data are available on the privacy statement at the page: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))

Place:	Date (dd-mm-yyyy):
The undersigned:	
Name of the applicant organisation:	
Last name, first name:	
Title or position [in the consortium]:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Print signature

Please attach a scanned version of this page to the application form before submitting it.

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# Erasmus+

Form version: 0.1 Adobe Reader Version: 10.104

## Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
Filename1.docx	100	REMOVE
Filename2.xlsx	200	REMOVE
		ADD
		ADD
		ADD
Total Size	300	

[MAXIMUM NUMBER OF ATTACHMENT: 10]

[MAXIMUM TOTAL SIZE OF ATTACHMENTS: 5 MB]

[ALLOWED FILE TYPES: PDF,DOC,DOCX,XLS,XLSX,JPG,TXT,ODT,ODS]



# Erasmus+

## Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

## Data Validation

Validation of compulsory fields and rules

## Standard Submission Procedure

Online submission (requires internet connection)

## Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

## Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2014-03-21 17:51:23 (Brussels, Belgium Time)	0000000000000000	Yes	Your submission was successful.  Submission ID: 1000785

Local Time cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time.





**Application Form for Accreditation – Call: 2015**  
KA1 - Learning Mobility of Individuals  
**Vocational Education and Training Mobility Charter**

# Erasmus+

Form version: 0.1 Adobe Reader Version: 10.104

## Form Printing

Print the entire form

Print Form

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Form hash code: 1D5A426D7904E36E

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