

## **INSTRUCTIONS HOW TO FILL IN THE APPLICATION FORM FOR THE VET MOBILITY CHARTER.**

### **A. 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 European internationalisation 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.

### **B. Context**

Please make sure that all boxes are duly filled in.

#### **B.1. 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.

### **C. Applicant organisation**

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

If you do not yet possess a PIC, please refer to the following Technical Guidelines for Completing Application e-forms at [http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide_en.pdf) .

### **C.1.1. Profile**

Please select the correct profile of your organisation.

### **C.1.2. 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? You may also attach organisational diagrams if you so wish.

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

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

If you have your "own funds" for mobility please show how they are used in terms of the number of activities funded and the amount of participants sent.

In this section "Background and Experience" it is important to 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 European internationalisation.

### **C.1.3. Legal Representative**

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

### **C.1.4. Contact Person**

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

### **Partner Organisation**

If you are applying on behalf of a consortium, either the consortium as a whole or each individual organisation must have completed at least 3 VET Mobility projects under the Lifelong Learning Programme 2007-2013 and /or Erasmus + Programme. Please give full details about each partner. Mention the role of each partner and provide details of each partner organisation in the relevant boxes of the form, with a description of each partner organisation's aims, targets, activities, human resources

and experience. 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. Mention too if the partner in question has previously received the LDV Certificate. It is very important to fully detail the mobility experience of each partner.

Give full details about each partner's legal representative as well.

## **D. Strategy and Experience**

### **D.1. Mission and Strategy**

In case of a consortium, a European Internationalisation Strategy should be attached for each member of the consortium.

Here you should attach a document that fully outlines your organisation's European 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. If such a document already exists within your organisation or consortium, please attach it as it is. In this case, there is no need to produce a new document for the purpose of this application. You should, however, make sure to take into account the second award criterion of the Charter Call on European internationalisation in your strategy and make sure that it is fully inclusive and relevant for all partners in a consortium. Show your strategic vision and goals related to mobility activities and provide an action plan stipulating how you intend to achieve this. Please include other activities and projects, in addition to VET mobility, and show other ways in which your institution is internationalising, including aspects of any national strategies for internationalisation in VET, relevant future skills demands and foreign language learning. Your strategy should ensure sustainable European internationalisation, with embedded quality mobility preferably linked with the curricula of learners. An element of quality management should be present linked to periodic self-assessments to improve over time. Please also describe 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) <http://www.erasmusplusvet.nl/QIS2020/default.aspx>

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, which can help you in the process of drawing up a strategy by asking the central questions an internationalisation strategy generally answers to.

## **E. Implementation of Past and Current Mobility Activities**

In case of a consortium, details reflecting all the members of the consortium should be shown under section E.

### **E.1. General Information: Past and Current Activities**

Please provide information and relevant contract numbers and titles about the mandatory 3 completed VET mobility projects that you have completed under the Lifelong Learning Programme or Erasmus+ that are required in the Selection Criteria of the VET Mobility Charter Call. Single applicants will show three projects. A consortium will either give the three projects in which it previously worked as a consortium or where there is a lack of previous experience as a consortium each member will have to provide three previous projects separately. To give an example, a consortium of four partners that have not previously worked together would have to provide twelve previous projects (4 x 3). Furthermore, provide information on how many VET mobility projects have been carried out by your organisation during the last 3 call years under LLP/and Erasmus+. In this respect show 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. Mention mobility activities carried out under other schemes.

### **E.2. Organisational Issues and Quality Management of 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 internally and externally, 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. Show what processes are in place to ensure quality improvement based on the results from the evaluation activities. Whilst highlighting your achievements, please also show the achievements and impact of the **previous Leonardo da Vinci Certificate** where this is relevant.

## **F. Future Developments**

In case of a consortium, details reflecting all the members of the consortium should be shown under section F.

Describe here your long term strategy and any new developments foreseen. Show your planned mobility flows over the next five Call years (2017 -2021), 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 future project applications as a VET Charter holder are submitted under General Erasmus + Calls and then assessed.

## **G. Checklist**

Do not forget to go through the checklist to make sure that you have fulfilled the eligibility criteria and attached all relevant documents.

## **H. Data Protection Notice**

This informs you about the protection of your personnel data as the application form is processed electronically.

## **I. Declaration of Honour**

After filling in the application form, do not forget to print and sign this declaration and attach it to the electronic application form.

## **J. Annexes**

Do not forget to annex all necessary documents, particularly the European Internationalisation Strategy. The signature page of the Declaration of Honour should be attached. Organisational diagrams where relevant may be attached too. In the case of a Consortium, and as specified in the Call, you should attach a scanned copy of the signed agreements between each member of the consortium and the consortium coordinator, specifying their roles and responsibilities, as well as 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.

## **K. Submission**

Before submitting the form, please validate it electronically.