



Key Action 1

Supports the **professional development of adult education staff** through **mobility projects** in order to;

- Support the **professional development of those who work in education** with a view to **innovating and improving the quality of teaching**;
- Enhance notably **foreign language competence**
- Raise participants awareness and understanding of other cultures and countries offering them an opportunity to build **networks of international contacts**, to actively participate in society and develop a sense of **European citizenship and identity**;



Key Action 1

Contin.

- Increase the **capacities, attractiveness and international dimension** of adult education organisations so that they are able to offer activities and programmes that better respond to the needs of individuals, within and outside Europe;
- Reinforce **synergies between formal, non- formal education**, employment and entrepreneurship
- Ensure better **recognition of competencies gained through then learning periods abroad**.



Who can apply?

- An **Adult Education Organisation** sending its staff abroad
- The coordinator of a **national education consortium**. (A consortium must comprise at least 3 adult education organisations. All members of the consortium will need a PIC).
- **Individuals can no longer apply**
- Participants of such projects can only undertake activities in **Programme countries**.



Programme Countries

The following countries can take part fully in all the Actions of the Erasmus+ programme:

Member States of the European Union (EU) ¹			
Austria	Estonia	Italy	Portugal
Belgium	Finland	Latvia	Romania
Bulgaria	France	Lithuania	Slovak Republic
Croatia	Germany	Luxembourg	Slovenia
Cyprus	Greece	Malta	Spain
Czech Republic	Hungary	Netherlands	Sweden
Denmark	Ireland	Poland	United Kingdom

Non-EU Programme Countries	
Former Yugoslav Republic of Macedonia	Norway
Iceland	Switzerland
Liechtenstein	Turkey



What is a staff mobility project?

- It is a professional development project of **1 or 2 year duration** that is framed within a **European Development plan** for the organisation which is aimed at modernising and internationalising their mission.
- Responds to **clearly identified staff development needs**
- Is accompanied by **appropriate selection, preparation and follow up** measures
- Ensures that the **learning outcomes are disseminated and widely used within the organisation.**



European Development Plan

This plan forms part of the application form and should indicate how the planned mobility activities are part of a long-term strategy for the development and modernisation of the organisation. It should;

- Identify the **main areas of need / improvement in your organisation** in terms of quality development and internationalisation, for example; management competencies, new teaching methods, ICT competencies, language competencies etc.
- The plan should be very clear about how undertaking training/ job shadowing in **another European country will address these needs;**



European Development Plan

The plan should also;

- Outline the expected impact on adult learners, teachers, trainers and other staff and on the overall organisation.
- Outline how your organisation will use and **integrate the competencies and experiences acquired by staff into the organisation** and how it will assist the organisations long-term development plan.

The purpose of the plan is to ensure that the planned activities are relevant for both the participants (AE staff) and for the organisation as a whole, as they will have higher impact on the quality of teaching and learning if they are well integrated into the organisations strategic development.



What activities are supported?

1. **Teaching /training assignments:** – allows staff of adult education organisations to teach or provide training at a partner organisation abroad
2. **Staff training:** supports the professional development of adult education staff in the form of;
 - **Structured courses or training events**
 - **Job shadowing or observation period** in a partner organisation or other relevant organisation active in adult education field

Duration is from 2 days to 2 months, excluding travel time



Some items to note:

- **Only the sending organisation needs to be identified** at the time of applying for a grant.
- **Course providers** do not have to be named at the time of applying
- In the case of **job shadowing / teaching assignments** the host organisation (partner) does not have to be named at the time of applying. However, doing so will strengthen the quality of your application. If you do name this organisation in your application – then they will need a PIC.
- **Individual participants** do not have to be named at the time of applying
- However, in the case of projects presented by a **national adult education consortium**, all members of the consortium must be from the same Programme country and need to be identified at the time of applying for a grant. **A consortium must comprise at least 3 adult education organisations. (All members of the consortium will need a PIC)**
- **Structured courses or training events** – do not have to be named specifically in the application – just name the theme of the course and country where you expect the course to take place.



Funding

- **Travel** – grant per distance band (using distance calculator supported by European Commission) http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
- **Individuals' support** – grant per day or per month (based on country rates)
- **Organisational support** – awarded per participant (€350 per participant)
- **Course Fee** - €70 per day (up to 700 per participant)
- **Funding rates are integrated into the online form**
- *Please See page 58 and 59 of the E + Guide for the rates.*



Travel

Grant per distance band (using distance calculator supported by European Commission)
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Eligible costs	Financing mechanism	Amount	Rule of allocation
Travel Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
		For travel distances between 500 and 1999 KM: 275 EUR per participant	
		For travel distances between 2000 and 2999 KM: 360 EUR per participant	
		For travel distances between 3000 and 3999 KM: 530 EUR per participant	
		For travel distances between 4000 and 7999 KM: 820 EUR per participant	
For travel distances of 8000 KM or more: 1100 EUR per participant			



Organisational support – awarded per participant (€350 per participant)

Organisational Support	Any cost directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes	Unit costs	up to the 100 th participant: 350 EUR per participant + beyond the 100 th participant: 200 EUR per additional participant	Based on the number of participants
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Subsistence, Course Fees and Special Needs Support

Individual support	Costs directly linked to the subsistence of participants during the activity	Unit costs	up to the 14 th day of activity: €3.1 per day per participant + between the 15 th and 60 th day of activity: 70% of €3.1 per day per participant	Based on the duration of the stay per participant
Course fees	Costs directly linked to payment of fees for the enrolment in courses	Unit costs	70 EUR per participant per day Maximum of 700 EUR per participant in the mobility project	Conditional: the request for financial support to cover course fees must be motivated in the application form
Special needs support	Additional costs directly related to participants with disabilities	Portion of eligible costs	100% of eligible costs	Conditional: the request for financial support to cover special needs support must be motivated in the application form



TABLE 1 – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

Receiving country	Staff mobility
	Min-Max (per day)
Denmark, Ireland, Netherlands, Sweden, United Kingdom	A3.1 80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Switzerland, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100



How is a KA 1 application evaluated?

- To be considered for funding, proposals must score at least 60 points.
- Additionally, they must score at least half of the maximum points in each of the categories (e.g. Relevance = 30 points; proposal must score at least 15 points)
- The four scoring categories are (detailed on pp. 99-100 of PG):
 1. Relevance of the project max 30 points
 2. Quality of the project design and implementation max 40 points
 3. Impact and dissemination max 30 points

VITAL to refer to pp. 63 when writing the application form



Relevance of the project (maximum 30 points)	<ul style="list-style-type: none"> The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see section "What are the aims of a mobility project") - the needs and objectives of the participating organisations and of the individual participants The extent to which the proposal is suitable of: <ul style="list-style-type: none"> - producing high-quality learning outcomes for participants - reinforcing the capacities and international scope of the participating organisations
Quality of the project design and implementation (maximum 40 points)	<ul style="list-style-type: none"> The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up) The consistency between project objectives and activities proposed The quality of the European Development Plan of the applicant organisation The quality of the practical arrangements, management and support modalities The quality of the preparation provided to participants The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools The appropriateness of measures for selecting and/or involving participants in the mobility activities If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders
Impact and dissemination (maximum 30 points)	<ul style="list-style-type: none"> The quality of measures for evaluating the outcomes of the project The potential impact of the project: <ul style="list-style-type: none"> - on participants and participating organisations during and after the project lifetime - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels The extent to which the project is aimed at disseminating the participating or-

Finally..

- Register your organisation for a PIC immediately!
- Deadline for applications is the 11 am (Irish time) – **17th March 2014** - **Applicants should have their application submitted before this date.**
- Applications are made online only with signed declaration scanned and attached to the online form. No hard copy of applications to be submitted
- Check the checklist at the bottom of the form



Form Version: 1.06
Adobe Reader Version: 10.108

L Checklist

Before submitting 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 Key- Action 1 application form.
- 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.
- 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.
 - the mandates of each partner to the applicant signed by both parties.
- 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).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.



For further information

Erasmus + Programme Guide

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Link to application form

http://www.leargas.ie/programme_resource.php?prog_code=7128

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