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## **EUROPEAN COMMISSION**

### **CALL - EAC/A04/2018**

#### **Erasmus+ Vocational Education and Training Mobility Charter**

##### **1. Introduction**

This specific Call is based on Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC with EEA relevance.

The Work Programme for Erasmus+ for 2019 C(2018) 6572 as adopted by the Commission foresees a "VET Mobility Charter" for the accreditation of bodies with a strong record of successfully organising high-quality mobility for VET learners and staff.

##### **2. Background**

One of the objectives of the 'Erasmus+' Programme is to increase quality mobility within vocational education and training (VET) and support the European internationalisation of VET organisations in the Erasmus+ Programme countries.

The Copenhagen Process has, since 2002, strived to modernise vocational education and training, make it more attractive and develop Europe-wide approaches such as increased transnational mobility, better transparency and recognition of qualifications and general internationalisation in the sector, thus contributing to the creation of a genuine European labour market.

##### **3. Objectives and description**

The Erasmus+ VET Mobility Charter is intended to encourage organisations that have track records of proven quality in organising VET mobility for learners and staff to further develop their European internationalisation strategies. European internationalisation means supporting learning in another Erasmus+ Programme country by embedding high quality mobility activities into curricula, as well as developing international approaches throughout the sending organisation, for example by networking with bodies in other countries, promoting the learning of foreign languages and looking beyond national VET approaches. The internationalisation process should result in improved capacity of sending organisations to organise mobility for learners and staff, whilst at the same time rewarding, promoting and further developing the quality of learning mobility.

The acquirement of the VET Mobility Charter will give the Charter holders the possibility to apply in a simplified way under the Erasmus+ Key Action 1 mobility for VET learners and staff as of the 2020 Erasmus+ general Call for proposals.

The Call for proposals and the accompanying 2020 Erasmus+ Programme Guide will be published in the autumn of 2019.

Please note that the award of the VET Mobility Charter does not imply any direct funding nor any guarantee for funding under the Key Action 1 mobility for VET learners and staff.

### **3.1. Validity**

The VET Mobility Charter is awarded for the full duration of the Erasmus+ Programme, subject to regular monitoring and the holder's continued compliance with its requirements.

In case the VET Mobility Charter is set as a requirement for any action for applicants in the programming period following Erasmus+, the National Agency may prolong the Charter's validity for that programming period, subject to requirements laid out in this Call as well as any additional requirements as set by the National Agency.

### **3.2. Other opportunities for participation in Erasmus+**

The VET Mobility Charter is not obligatory for participation in Erasmus+ VET Mobility. VET mobility in the Erasmus+ Programme is also open to organisations participating for the first time, smaller and less experienced institutions and any other applicants who may not wish to be accredited with the VET Mobility Charter, but who nevertheless would like to participate in transnational VET mobility. These organisations can submit applications for mobility project funding in the usual way under the Key Action 1 mobility for VET learners and staff as indicated in the Erasmus+ Programme Guide.

For applicants to this Call, the non-award of the Charter does not preclude their right to submit a full application under subsequent application deadlines for VET mobility as indicated in the Erasmus+ Programme Guide.

## **4. Eligibility criteria**

### **4.1. Eligible applicants**

Applications for the VET Mobility Charter can be submitted either by a single VET organisation or by a national mobility consortium, provided that:

- for an application as individual VET organisation: the applicant must be a VET organisation established in a Programme Country, sending learners and staff abroad;
- for an application as national mobility consortium: the applicant must be the coordinator of the national mobility consortium. Any member of a national mobility consortium can be the coordinator. A consortium must comprise at least 3 members, i.e. participating organisations. All members of the consortium must be from the same Programme Country and need to be identified at the time of applying. Amongst the members of a national mobility consortium, the sending organisations must be organisations providing vocational education and training and sending learners and staff abroad.

Consortia can be either already legally or informally established or they can be new ones.

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.

#### **4.2. Eligible participants**

A participating organisation can be:

- any public or private organisation (or its subsidiary/branch) active in the field of vocational education and training (referred to as a VET provider); or
- any public or private organisation active in the labour market (referred to as a company)

For example, such organisations can be:

- a vocational education school/institute/centre;
- a public or private, a small, medium or large enterprise (including social enterprises);
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a public body at local, regional or national level;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- a body responsible for policies in the field of vocational education and training.

Each participating organisation must be established in a Programme Country:

- a) the Member States of the European Union,
- b) the following EFTA-EEA countries: Iceland, Liechtenstein, Norway
- c) the former Yugoslav Republic of Macedonia and Turkey

#### **4.3. Additional Eligibility Criteria**

- a) The application is submitted to the National Agency of the country in which the applicant organisation/consortium is established;
- b) The application is made using the official electronic application form;

- c) The application form is completed in full, including annexes where necessary;
- d) The application form is filled in one of the official EU languages, with the exception of applications submitted to National Agencies in the EFTA/EEA and candidate countries. These applications may be drafted in the national language of the applicant;
- e) The application is submitted by the deadline.

## **5. Exclusion Criteria**

The purpose of exclusion criteria is to eliminate from participation and award those applicants who are in situations that may give rise to doubts about their future existence and actual ability to successfully and regularly implement the mobility activities for which the Erasmus+ VET Mobility Charter will be awarded.

Applicants must therefore, after having completed the application, sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 136-140 and/or 141 of EU Financial Regulation <sup>1</sup>, signing the relevant form that is part of the application form accompanying the Call for the Erasmus+ VET Mobility Charter and available at:

[https://ec.europa.eu/programmes/erasmus-plus/calls/2019-erasmus-vocational-education-and-training-mobility-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/calls/2019-erasmus-vocational-education-and-training-mobility-charter_en)

The successful applicants shall provide the valid documentary evidence demonstrating that they are not in one of the situations of exclusion referred to in the call by the deadline set up by the relevant national agency.

If the valid documentary evidence confirming the declaration of honour is not sent by the deadline, the National Agency may refuse to award the VET Mobility Charter.

## **6. Selection Criteria, Award Criteria and Assessment**

### **6.1. Selection criteria:**

- a) Applicants must have completed at least 3 VET Mobility projects under the Lifelong Learning Programme 2007-2013 and/or the Erasmus+ Programme.

In 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 the Erasmus+ Programme.

- b) The budget consumption rate on average for the last 3 completed projects must be at least 80%. In the case of a consortium, either the consortium as a whole or each individual organisation must have had an average budget consumption of 80% from the last 3 completed projects.

### **6.2. Award Criteria:**

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<sup>1</sup> Regulation (EU, EURATOM) 2018/1046 of The European Parliament And Of The Council of 18 July 2018 on the financial rules applicable to the general budget of the Union

Applications for the VET Mobility Charter will be assessed against the following award criteria:

**6.2.1. Relevance of the experience in transnational VET mobility related to the objectives of the call – 30/100 points**

N.B. In case of an application by a national mobility consortium, the consortium as a whole or each individual member will be assessed on this criterion including:

- a) The extent to which the applicant organisation has experience in transnational VET mobility projects and the extent to which the previous transnational mobility projects are proportionate to the organisation's size and show a strategic approach to international activities.
- b) The extent to which previous projects demonstrate an appropriate level of implementation in terms of quality of management, satisfaction of participants, recognition of competences, use of previous LDV certificate, etc.)
- c) The extent to which the previous VET mobility activities and strategies demonstrate a commitment to quality and long-term development.

**6.2.2. Relevance of the European internationalisation strategy: institutional strategy, developments and commitment to transnational VET mobility – 40/100 points**

N.B. In case of an application by a national mobility consortium, the consortium as a whole and each individual member will be assessed on this criterion including:

- a) The extent to which a clear, genuine and qualitative approach to developing sustainable European internationalisation has been developed, including transnational mobility;
- b) The level of clarity, consistency and relevance when proposing long term strategy in developing transnational mobility activities;
- c) The extent to which the operating environment, curricula developments and relevant future skills demands in working life are taken into account in the institutional strategy;
- d) The level of quality of the action plan to achieve the aims of the internationalisation strategy;
- e) The extent that outgoing and incoming learner and staff mobility is structurally embedded and where possible linked to the curricula;
- f) The extent to which development plans over the next five years are realistic in the light of the track record in previous projects in transnational VET mobility.

**6.2.3. Organisational issues and quality management - 30/100 points**

N.B. In case of an application by a national mobility consortium, the consortium as a whole and each individual member will be assessed on this criterion including:

- a) To extent to which the applicant organisation shows high quality levels of general management of mobility, including internal management structure, human resources and mobility organisation from preparation through to recognition and dissemination and evaluation;
- b) The extent and the duration of a clear long-term commitment to the complete cycle of organising mobility;
- c) The extent of the commitment to quality management, with emphasis on human resources, sustainable structures and cooperation and communication between the participating organisations;
- d) The extent to which the envisaged organisational and mobility developments are explained clearly and are consistent with the overall nature and quality of the European internationalisation strategy;
- e) The appropriateness of measures envisaged to undergo periodic self-assessment and improve the quality management of mobility over time.

### **6.3. Assessment**

The threshold for award of the VET Mobility Charter is scoring at least 50% for each of the three award criteria and scoring an overall mark of 70 / 100. Failure to reach these scores will result in the non-awarding of the Charter.

## **7. Procedure for the submission of applications**

Applicants are required to submit their applications online to the National Agency of the country in which the applicant organisation is established and using the correct electronic form and including all requested annexes.

For more information and access to the application form, please visit the website of your National Agency:

<http://ec.europa.eu/erasmus-plus/na>

### **7.1 Guidelines and support for applicants**

Applicants may find instructions on how to complete an application form in Annex III to this call.

For the purpose of providing VET providers with guidance and advice for the strategic planning of international cooperation, a practical guide can be found in Annex IV.

## **8. Information on the selection results**

All applicants will be informed by the relevant National Agency on the success or non-awarding of their application.

Successful applicants will receive the VET Mobility Charter awarded and signed by the National Agency. The applicant will have to sign the Charter and publish it on the website of the organisation.

## 8.1. Indicative Timetable

<b>Stages</b>	<b>Date and time or indicative period</b>
Publication of the call	December 2018
Deadline for submitting applications	16 May 2019 12:00 (midday) CET
Evaluation period	June – August 2019
Information to applicants and awarding of the VET Mobility Charter at the latest	end-September 2019

## 9. Publicity

In order to make the VET Mobility Charter holders more visible to companies in Europe looking for trainees from an organisation of high quality standards, the Commission and National Agencies will publish on their websites the following information about VET Mobility Charter Holders:

- name of the organisation;
- the organisation's website;
- sectors covered by the organisation's mobility activities, where relevant.

In case of national mobility consortia, the same information for the applicant organisation and each consortium member will be published.

## 10. Processing of personal data

Any personal data shall be processed by the national agencies pursuant to the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC; and where applicable, the national legislation on personal data protection of the country where the application has been submitted.

## 11. Reporting and Monitoring

### 11.1. Reporting

At the end of the last Erasmus+ mobility contract, the holders of the VET Mobility Charter will report on the implementation and development of the European internationalisation strategy and the impact of the Charter.

In case of prolongation of the Charter's validity beyond the Erasmus+ programming period, the Charter holders will be further asked to submit an interim report and a final report at the end of the last mobility contract of the future programming period.

If requested by the National Agency, the Charter holder's report shall include a reviewed internationalisation strategy for the subsequent period.

## **11.2. Monitoring**

Quality standards have to be adhered to by organisations holding the VET Mobility Charter and will be monitored by the Erasmus+ National Agencies during the Programme. The relevant standards are defined in the European Quality Charter for Mobility annexed to this Call which has to be signed for every subsequent grant agreement for VET mobility.

European Quality Charter for Mobility is available at the following link:

[http://europa.eu/legislation\\_summaries/education\\_training\\_youth/lifelong\\_learning/c11085\\_en.htm](http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm)

The VET Mobility Charter holders may be subject to monitoring, on-the spot checks and system checks by the National Agency, examining the following aspects of Charter implementation:

- a) management, practical and operational arrangements for the mobilities;
- b) quality of the organised mobilities;
- c) implementation and development of the internationalisation strategy.

During the lifecycle of the VET Mobility Charter, the Erasmus+ National Agencies may organise thematic monitoring and may invite VET Mobility Charter holders to meetings with National Agencies and other stakeholders.

## **12. Modification and termination of the VET Mobility Charter**

### **12.1. Modification of a National Mobility Consortium holding a VET Mobility Charter**

Any proposed modification to the composition of a consortium must be signalled in writing and requires prior approval by the relevant National Agency which awarded the VET Mobility Charter to the consortium. The legal instrument for any modification to the composition of a consortium is an amendment to the VET Mobility Charter, which has to be signed by both parties before its entry into force.

The following requirements are necessary:

- The addition of a new member requires a mandate signed by the coordinator and the new member and acceptance letters from all other members signed by their legal representative or designated contact person. These documents should be forwarded to the National Agency by the coordinator together with the amendment request.
- The addition of a new member is subject to the agreement of the relevant National Agency after verification of compliance with the eligibility, selection and award criteria published in this call, as well as absence of any exclusion criteria.
- The withdrawal of a consortium member requires written explanation from the coordinator and a withdrawal letter from the withdrawing member organisation,

signed by its legal representative. Where the minimum requirements published in this call are no longer fulfilled, the relevant National Agency reserves the right to decide on the continuation/termination of the VET Mobility Charter.

An amendment may not have the purpose or the effect of making changes to the VET Mobility Charter which would call into question the decision awarding the Charter or be contrary to the equal treatment of applicants.

## **12.2. Termination of the VET Mobility Charter**

The VET Mobility Charter commits holders to carry out mobilities of quality. National Agencies are responsible for ensuring that VET Mobility Charter holders respect the quality standards on a continuous basis.

Poor quality, bad financial management, fraud, low mobility numbers, or lack of progress in the implementation of the internationalisation strategy could be reasons to withdraw the Charter. Failure to keep compliance with the initial exclusion, selection and award criteria of this Call could also be a reason to withdraw the Charter. In this event, the organisation could still be eligible to apply in the usual way under the Key Action 1 mobility for VET learners and staff as indicated in the Erasmus+ Programme Guide.

Annexes to the Call:

- Annex I: Erasmus+ VET Mobility Quality Commitment
- Annex II: Application form for VET Charter Accreditation
- Annex III: Instructions for applicants: how to complete the application form
- Annex IV: Go international: Practical Guide on Strategic Internationalisation in VET

<p style="text-align: center;"><b>In case of conflicting meanings between language versions, the English version prevails.</b></p>
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