

## Question & Answers

### Eligible countries

Only Member States are eligible because this is just a pilot project. Should this kind of action become regular we will review this condition.

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### Who can apply

What does the call mean with *VET provider*?

Any organisation providing vocational education or training services (.i.e. giving classes or training), and specifically set up for this purpose, is a vocational education and training provider.

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What is a *nationally accredited* VET provider?

By "nationally" accredited we mean VET providers that are officially accredited in their countries, which obviously include regionally accredited VET providers (if the region has this competence it normally has it through a national legal framework).

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Operational capacity:

"Demonstrable experience of having already carried out and financed work placements" does not mean that it is sufficient to have some mobility projects just awarded but not yet implemented.

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What is the *VET Mobility Charter* mentioned on page 9 of the call?

*Erasmus+ VET Mobility Charter* holders are organisations that have been selected under an Erasmus+ call for proposals in 2015 due to their proven track record in organising Erasmus+ VET mobility projects for learners and staff. Erasmus+ VET Mobility Charter holders benefit from streamlined Erasmus+ application procedures, including the application process, the organisation of mobility projects, and reporting activities.

Charter holders will be considered as having the necessary operational capacity required by the call.

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Can a consortium or network of VET providers apply as applicant or co-applicant?

Only VET providers themselves can apply, legal entities representing several VET providers cannot. The sending organisation should be the lead applicant and only receiving organisations can be co-applicants. Therefore, there can only be one sending organisation. According to the call you cannot be sending and receiving organisation at the same time.

Ex.: a network has 24 members, 8 in country A and 16 in other Member States. If the 8 organisations in country A were sending organisations, only one of them could be lead applicant and only if the other 16 organisations in the other countries were receiving organisations they could be co-applicants. In that case 17 organisations, the sending one as lead applicant and the 16 receiving ones as co-applicants would apply. However, the lead

applicant organisation could of course accept apprentices from the other 7 network members in country A for sending them abroad (this is practiced in Erasmus+).

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Ex. 2: A consortium from the same country has a head office, which is foreseen to act as the managing organisation (dealing with the application as lead applicant), and plans to involve a number of vocational training centres as co-applicants. This is not possible because co-applicants shall be receiving organisations and they shall receive apprentices from a sending organisation, which shall be the lead applicant, from another country. That implies that reciprocity (i.e. the same organisation sends and receives apprentices) is not possible under the call. This is to keep the option of Erasmus+ funding for the mobilities themselves open, which finances only one mobility direction (sending).

### **Associate organisations**

What is the role of companies that will host the apprentices?

They should, for example, get involved in activities like expressing their needs in terms of skills they expect from the apprentices they will host, should contribute to the elaboration of the learning agreements, train the apprentices and give feed-back for the evaluation of the placement experience.

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Section 6.1. *Eligibility* requires at least one host company as associate organisation. Applicants are free to add other organisations to the partnership as long as their role is explained in the proposal. The list at the end of section 6.1. is demonstrative, i.e. gives examples for organisations that can be associated.

Associate organisations have to be listed in section C of the application form.

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To which degree associate partners other than the host companies should get involved?

It will vary from project to project and partnership to partnership depending on their VET systems and their network.

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### **Target group and their status**

Which kind of *apprentice* is targeted by the pilot call - apprentices at secondary, tertiary level? In what kind of work-based learning (WBL) they should be involved?

Have a look at the footnote on page 5 and the award criteria on page 10, the 3<sup>rd</sup> point under award criterion 'Relevance' (if the proposal allows for formal recognition of learning outcomes generated abroad).

Ex. 1: vocational learners are under level 6, pass a formal apprenticeship and receive a formal VET qualification recognised at national level. If the formal apprenticeship meets the conditions described in footnote on page 5 of the call they are suitable as target group of the call.

Ex. 2: a VET high school provides courses with work-based learning as part of the curricula at EQF level 4 and also EQF level 5. In this example it is not clear whether the WBL is in-company and for how long.

Ex. 3: Exams are at EQF level 4, and vocational learners must have a 14-30 day long work-based learning experience. It is unclear whether the WBL is in-company; the WBL is also rather short.

Ex. 4: There are special training colleges, from which vocational learners graduate at EQF level 4 and have a 3-6 months WBL experience as a part of a formal learning. The duration is more pertinent here; if the WBL is in-company this target group seems to be rather suitable for the call.

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On page 5 the call stipulates the following on the eligibility of VET learners:

“*VET learners eligible for mobility:*

- *Be at least 17 years old [...]*
- *Those that have the status of apprentice.*
- *Those whose graduation from an apprenticeship has taken place within the last 12 months prior to the signature of the Grant Agreement”*

Does the candidate need to fulfill the three points or only one?

The participant and have the status of apprentice or should be at least 17 years old and have graduated from an apprenticeship within the last 12 months prior to the signature of the Grant Agreement.

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On page 5 under *Status of apprentices during the mobility* the call speaks of *employee status or employed apprentice status*. Would you please clarify these terms?

In the footnote on page 5 it says "most often there is a contractual relationship between the employer and the apprentice" (so not always). Furthermore, in principle if one has a contractual relationship governed by labour law with an employer that makes you an employee. All this will depend of course on national law.

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Should receiving organisations in France apply the *Contrat de'apprentissage* or the *Contrat de professionnalisation* for the apprentices hosted?

Please have a look at page 5, at the footnote related to *status of apprentice* and at the paragraph *Status of apprentices during the mobility* and the answer given to the question above.

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Social security/insurance arrangements for the apprentices:

This depends completely on the national legislations of the Member States that are covered by the partnership (applicant, co-applicants, host companies). It can be that in some Member States the apprentices cannot be affiliated to the social security system of their host country. Other Member States might allow carrying your social security insurance with you. In other cases, the partnerships have to find alternative solutions, private insurance perhaps. We launched the call in order to identify such obstacles.

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Does the call target only apprentices in technical branches?

The call addresses VET providers that provide VET for any occupational profile.

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Why does the call not stipulate a minimum of apprentices to be sent abroad?

This is on purpose. That way we have one factor more which we can take into consideration when evaluating the proposals. Also, common sense tells us that an evaluation (see activity numbered 7 on page 5) of just a few mobilities is not a very strong evidence for success factors or typical obstacles.

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## Activities

Must a proposal include all activities listed in 2.2. *Description of activities*?

Yes, all activities listed should be addressed in the proposals – at least. That means that proposals can also include activities additional to those listed in section 2.2.

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The award criteria state that it is expected that the consortium engages in sustainable long-term agreements. How long should they last?

The same award criterion says “beyond the duration of the project life”. Please see also section 3.1. of the call regarding the duration of the pilot projects, and have a look at section 2.2. regarding the duration of mobilities to be embedded into the pilot projects (but the mobilities are not financed by the pilot call). Sustainable long-term agreements express the willingness and trust to cooperate. It is about the quality of cooperation and not quantity of time. Who would set a term for the cooperation with a trusted partner?

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## Timing

Please have a close look at the *Timetable* in the call. We expect the mobilities to be implemented as soon as possible, probably starting end 2016/beginning 2017. The grant agreements should be signed in the summer period (see page 6 of the call) and the overall duration of the actions (not the placements) under this pilot call should indicatively be 18 months. So you should be very well prepared to include mobilities from the Erasmus+ call 2017; and their duration will not be 12 months but rather less.

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## Financing the work placements

Proposals **must not but may be** linked to an Erasmus+ VET mobility: we cannot give a guarantee to any applicant whose proposal will be selected that funding for the implementation of the work placements will be obtained. Please note that there could be a second deadline for the submission of proposals for Erasmus+ Mobility for VET learners in October 2016 (see page 52 of the Erasmus+ Programme Guide 2016). If such a second round is organised, it will be published on the website of the respective Erasmus+ National Agency. Potential partners should contact their Erasmus+ National Agencies for details.

You can also finance work placements **from other sources**: with financing from regional or national bodies or from regional or national programmes.

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Is it possible to change some of already awarded mobilities (for example, after the 2 February 2016 deadline for Erasmus+ Mobility for VET learners) into mobilities with a longer duration (6-12 months)?

We are not in the position to intervene in the grant agreement with the National Agency; this would require an amendment to the Erasmus+ to which the National Agency must agree.

Requests for grant agreements must be duly justified. Please note that Erasmus+ National Agencies know about this pilot call.

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If beneficiaries from this pilot call manage to finance the mobilities from Erasmus+, what about the Erasmus+ grant amount for *Organisational support*?

If the mobilities can be financed by an Erasmus+ grant, one should not use the Erasmus+ grant for organisational support for those placements related to this Pilot Project. Otherwise it would be double funding, and that is not allowed.

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## Grant

The grant amount will be between 100 000 € and 200 000 €, how this indication should be understood in case a consortium applies? Does the amount depend on how many VET providers are involved and for how many mobilities they want to prepare?

Yes, the amount requested in the application should be in relation to the number of organisations involved (applicants and co-applicants but not associate organisations) and in relation to the number of long-term mobilities for which the partnership undertakes the activities required by the call.

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Once a proposal gets selected and the applicant receives a first grant payment, can the applicant make money transfers to the co-applicants?

Yes, the lead beneficiary may make money transfers to the co-beneficiaries according to the activities these co-applicants take over and according to the budget estimations in the application form.

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Which margin of action do the applicant and co-applicants have regarding transfers between individual budget headings?

In case of selection, the estimated budget approved by the Commission will become an integral part of the grant agreement. The latter allows transfers between budget headings up to 10% without an amendment.

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## Application form

For any technical problems with the electronic application form please contact the technical support: [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)

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*A.1 Applicant organisation and B. Co-applicants involved in the action*

*Declaration on honour:*

The declaration says the following "authorised to represent the applicant, hereby requests from the Commission a grant of EUR [insert amount]<sup>[1]</sup> with a view to implementing the [action [insert name of the action]] [work programme [insert reference to the work programme]] on the terms laid down in this application".

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<sup>[1]</sup> Total amount of the grant requested from the Commission as indicated in the SWIM application form.

Should a consortium mention the total amount requested in the grant application or the amount requested per partner?

As the footnote indicates, each co-applicant should mention the **total amount requested by the consortium** for the proposed action.

What is meant with the reference to the work programme?

Just delete the part in yellow, it only concerns operating grants. This pilot call will not award operating grants. You should, however, mention the title of the proposed action (in green).

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*Part E Operational and financial capacity:*

This section must be filled in by applicant and co-applicant/s (see section 8 Selection Criteria of the call for proposals).

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Due to the character limits in the section *E.1 Operational structure* it cannot be completed with more than 8 organisations. This is a problem for applying partnerships/networks that consist of more than 8 organisations. What should they do?

If the field length of 10000 characters does not suffice for some applications, we suggest providing the information in a separate document to be uploaded in one of the "Supplementary spaces for additional documents". (fields G.14 - G.17).

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*E.3.2 Action Grant applications in the current year:* are you referring to grant application potentially request for the same kind of call for proposals?

Please read thoroughly the text under E.3.2: "Has your organisation presented or does it intend to submit **other** applications...." The following text also refers to **other** DGs, programmes or initiatives. Should they accidentally have published calls for proposals with similar content, and you have or are about to apply, you must fill this in.

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*E.3.3 Operating grants:* are you referring to an Erasmus + grant? Obtained during the last 3 years or more?

Operating grants finance the operating expenditure of an EU body that is pursuing an aim of general European interest or an objective that forms part of an EU policy. Therefore, what is of interest here are on-going operating grants.

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*Total cost of the action, Heading 2 - Travel, accommodation and subsistence allowances*

The call says that travel, accommodation and subsistence costs for the apprentices to be sent abroad will not be covered by the EU grants. How come that these costs are part of the application form? Does the EU grant nevertheless cover these costs?

The budget heading 2 does **not refer to the apprentices** that will be sent abroad. But should the partnership need transnational face-to-face meetings, preparatory visits to the host companies etc. they can put these costs here.

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*Total revenue of the action, sub-section Income*

Should the applicants indicate the exact amount of co-financing coming from third parties (administrative entities, sponsors)?

As indicated in the call the EU grant cannot exceed 85% of the total cost of the action. The remaining 15% of costs to be covered must come from sources other than the EU. The amount of co-financing coming from the applicant and co-applicant/s or from third parties (depending on the case) must be filled in. Regarding the co-applicant/s and third parties, the respective contributions to the co-financing must also be mentioned in the letter of commitment that has to be submitted with the application (see the call for proposals, section 14, checklist point 5).

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*G: Annexes*

What are the annexes that the consortium members can share and what are the annexes that each applicant and co-applicant has to submit individually?

See section 14, checklist, in the call for proposals. The table with the annexes includes columns on who has to submit what.

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*G.11 Declaration certifying the competence of the project team:* is there any template for that? There is no template embedded in the application form. The format is free. But of course declarations need date and signature in order to be of legal value.

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*Signature*

Once the application is ready for signature but the legal representative is not available for signature (f.e. illness, business trip, vacation) is it allowed to have the hard copy signed by another member of the management of the organisation?

Yes, but in that case the hard copy must absolutely be accompanied by a delegation of signature to the person who has signed the proposal as replacement of the legal representative.