****

**Fictional call for an Erasmus accreditation in Vocational Education and Training**

**Project 101092422
MoMaVET**

**Application for an Erasmus accreditation in Vocational Education and Training**

(*fictional call only for MoMaVET Mobility Managers and Schools involved*)

**June 2024**



May 2024

This document is copyright of partners of:

Mobility Managers for Vocational Education and Training in Albania
(*Project n°. Project 101092422 — MoMaVET).*

It is released under a Creative Commons license Attribution – Share alike 4.0 international.

You are free to:

* Share: copy and redistribute the material in any medium or format.
* Remix: remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following terms:

* **Attribution** — You must give **appropriate credit**, provide a link to the license, and **indicate if changes were made**. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
* **Share Alike** — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

Co-funded by the European Union. Views and opinions expressed are however those of the partners of the project: Mobility Managers for Vocational Education and Training in Albania, (Project n°. Project 101092422 — MoMaVET) and do not necessarily reflect those of the European Union or European Education and Culture Executive Agency (EACEA).

Neither the European Union nor the granting authority (EACEA) can be held responsible for them

**A project co funded by:**

**And implemented by:**



****

**CONTENTS**

[1. Application for Erasmus accreditation in VET as part of the MoMaVET capacity building process 7](#_Toc169079021)

[2. Context 7](#_Toc169079022)

[3. Accreditation type 8](#_Toc169079023)

[4. Applicant Organisation 9](#_Toc169079024)

[5. Background 10](#_Toc169079025)

[5.1. Organization Profile 10](#_Toc169079026)

[5.2. Past Participation 14](#_Toc169079027)

[6. MoMaVET Plan: Objectives 15](#_Toc169079028)

[6.1. Introduction and guidance for VET Schools 15](#_Toc169079029)

[6.2. MoMaVET Plan duration 16](#_Toc169079030)

[6.3. Objectives 16](#_Toc169079031)

[7. MoMaVET Plan: Activities 18](#_Toc169079032)

[7.1. Staff’s mobility 18](#_Toc169079033)

[7.2. Learners’ mobility 20](#_Toc169079034)

[8. MoMaVET Quality Standards 22](#_Toc169079035)

[8.1. List of Quality Standards 23](#_Toc169079036)

[8.2. Subscribing to MoMaVET Quality Standards 23](#_Toc169079037)

[9. MoMaVET Plan: Management 24](#_Toc169079038)

[10. EU Values 26](#_Toc169079039)

[11. Requests for clarifications 27](#_Toc169079040)

[12. Annexes 27](#_Toc169079041)

[Annex 1 - Basic principles (Quality Standards) 27](#_Toc169079042)

[Annex 2: Declaration on Honour 31](#_Toc169079043)

[Annex 3: Other Documents (if any) 34](#_Toc169079044)

[13. Checklist 34](#_Toc169079045)

[14. Protection of Personal Data 34](#_Toc169079046)

[15. Submission History 34](#_Toc169079047)

**List of abbreviations**

EU European Union

ICT Information and Communication Technologies

IT Information Technology

KA1 Key Action 1

MoMaVET Mobility managers for Vocational Education and Training in Albania

NAVETQ: Albanian National Agency for Vocational Education and Qualifications

OB Open Badge

VET Vocational Education and Training

# **Application for Erasmus accreditation in VET as part of the MoMaVET capacity building process**

|  |  |
| --- | --- |
| **Programme** | MoMaVET project – Call (based on Erasmus+, KA1 Model) |
| **Action Type** | Call for VET Schools wishing to apply for an Erasmus accreditation in VET (Based on KA120-VET - Erasmus accreditation in vocational education and training model (KA120 VET) |
| **Call** | 2024 |
| **Round** | Round 1 |

# **Context**

Welcome to the application form for MoMaVET project accreditation in Vocational Education and Training (based on Erasmus +, KA1 Model).

Before starting your application, we advise you to read the Erasmus+ Programme Guide as the rules we adopt in this simulation are based on this Programme. You will find the respective paragraphs that are necessary for preparing your application in the annexes published under this call (Annex 2: Erasmus Accreditation in VET).

If you wish to navigate the whole document, you can find it available in all languages of the EU member states (plus English) in the link: <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

While developing your application, please pay particular attention to:

* The rules for original content and authorship: your application must be written by your organisation. It is strictly forbidden to pay other organisations or external individuals for drafting the application on your behalf.
* The eligibility criteria: as a general knowledge, it is suggested to read the criteria used in Erasmus + projects in p.80, Annex 2.

*For the purposes of the MoMaVET training programme, it is supposed that both the rules for original content and the eligibility criteria are fulfilled. The above paragraphs are for applicants’ familiarity with the content of an actual call.*

Before you start writing your application, we advise you to read through the entire application form to better understand its structure and connections between different sections. In the Erasmus + Programme Guide you can consult award criteria that we will use as well to evaluate your application – you should keep them in mind when writing your replies.

Generally speaking, each accreditation application covers one of the below 3 distinct fields:

* school education
* adult education,
* vocational education and training

An organization that wishes to apply for more than one field, has to submit separate applications for each field. Submitting more than one application for the same field is not allowed. If an organisation is already accredited, it cannot apply again in the same field.

*For the MoMaVET training programme, it is supposed that all the applicant organizations are applying for Erasmus accreditation in Vocational Education and Training (VET).*

|  |  |
| --- | --- |
| Field | Vocational Education and Training |
| National Agency | NAVETQ |
| Language used to fill in the form | English and Albanian |

# **Accreditation type**

The following questions are standard questions that are included in an actual application form for Erasmus accreditation. Erasmus accreditations are awarded to either individual organizations or consortium coordinators. MoMaVET training course focuses on the accreditation process for **individual organizations**, thus each VET school represented by at least one Albanian VET Teacher in the theoretical course is expected to submit an application. The answer to the below question is pre-defined for the ease of our exercise and is provided only for informative reasons so as to show the VET Teachers the introductory part of an actual application.

**What kind of accreditation type would you like to apply for ?**

**X. Accreditation for an individual organization**

***Tips for VET Schools:*** *Please note that you cannot submit separate applications as an individual organization and a mobility consortium coordinator in the same field. Mobility consortium coordinators are allowed to organize mobility activities themselves, so there is no need for double applications.*

# **Applicant Organisation**

**Tips for VET Schools:** To complete this section in an actual application, the applicant organizations will need an organization identification number (OID). It is possible that you have such a number if you have previously applied in other Erasmus+ proposals regardless of the call. If you are not sure if you have OID number, you can check here: [Organisation Registration System](https://webgate.ec.europa.eu/erasmus-esc/home/organisations/search-for-an-organisation).

To register your VET school and issue an OID number if you wish, you can check here: [Register New Organisation.](https://webgate.ec.europa.eu/erasmus-esc/home/organisations/register-my-organisation)

For the purposes of the MoMaVET simulation process, you are requested to provide your Organization Registration Number issued by the National Registration Center (NIPT).

**Applicant Organization Details**

|  |  |
| --- | --- |
| **Organization legal Name** | *Please fill in* |
| **Country**  | Albania |

**Please provide information about key persons in your organisation who will be implementing and coordinating activities under the Erasmus accreditation.**

* *You need to name at least two different persons to make sure it is always possible to contact your organization even if one of them is not available.*
* *You need to choose only one person to be the Erasmus coordinator.*
* *You need to include the organization’s legal representative*

**Legal representative**

|  |  |
| --- | --- |
| Title |  |
| Position |  |
| First name |  |
| Last name |  |
| Telephone  |  |
| Email address |  |

**Erasmus Coordinator**

|  |  |
| --- | --- |
| Title |  |
| Position |  |
| First name |  |
| Last name |  |
| Telephone  |  |
| Email address |  |

# **Background**

***Tips for VET Schools****: This is a very important section. Giving informative and precise answers will let the persons assessing your application understand your context and your plans. Writing a good background will also help you when answering questions in the second part of the application. Please keep in mind that the Programme is open to many kinds of organisations all over Europe. This application is designed to address all of them. Because of that, some questions may seem obvious or unnecessary to you. Even if it seems so, it is still very important that you give clear and precise answers. Make sure to read the questions carefully and to address all sub-questions. If some sub-questions are not relevant for your organisation, state so explicitly. If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section ‘Context’ and can be adult education, vocational education and training, or school education.*

### **5.1. Organization Profile**

*Please briefly present your organization. The following information is completed based on the type that the applicant organization is registered in the official documents submitted to the designated national authorities.*

|  |  |
| --- | --- |
| **Type of organisation** |  |
| Is the organisation a public entity | YES/NO |
| Is the organisation a non-public entity | YES/NO |

*Please, answer to the following questions, keeping in mind that there is a limit in characters as specified next to each question.*

**What are your organisation's main activities (in everyday work, outside of Erasmus+) ?**

**(1.000 characters)**

*Include here the text*

**What is your organisation’s role in the education and training system that qualifies you to be an applicant for Erasmus accreditation according to the eligibility criteria for this call? (1.000 characters)**

*Include here the text*

**What profiles and ages of learners are concerned by your work? (1.000 characters)**

*Include here the text*

**How many years of experience does your organisation have in this role?** *(in round numbers)*

*Include here the text*

**Please state the sources of funding for your regular operations and activities** *(3.000 characters)*

*Include here the text*

**Please describe the structure of your organisation (in 3.000 characters)**

* *Are there different sections or departments in your organisation? If your organisation works in more than one field of education and training, please explain which sections or departments work in the field of this application (specifically Vocational Education and Training).*
* *How is management and supervision set up in your organisation? Who are the key persons in charge?*
* *If possible, please include an organisation chart in the application annexes. This can help make your answer shorter and clearer. You can attach your organisation chart as an Annex.*

*Include here the text*

**What is the size of your organisation in terms of number of staff?**

*If your organisation is working in more than one field of education and training, please only include staff working in the field of this application (in case your organization offers wider services, such as school or adult training, please provide only information referring to the VET services).*

|  |  |
| --- | --- |
| Number of learners |  |
| Number of teaching staff |  |
| Number of non-teaching staff |  |

**What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners?** **Please illustrate your answers with concrete examples. (4.000 characters)**

*Include here the text*

### **5.2. Past Participation**

*Please describe previous participations in mobility projects (if any). You may mention projects where you have participated either as applicant or as member of the consortium.*

**Would you like to make any comments or add any information about your organisation’s past participation? (3.000 characters)**

*Include here the text*

**Strategic Documents**

**Tips for the VET Schools***: To complement the answers provided above, you can include relevant strategic documents to support your application.* ***An internationalization strategy*** *or another kind of organizational development strategy is the most relevant type of document that you can include. The strategy can be written specifically for your Erasmus accreditation application, or it can have a more general character.*

***Strategic documents are not an obligatory part of your application.*** *However, they can give useful context to explain your objectives in the Programme. If you decide to attach strategic documents, make sure to explain why you have included them when answering the questions about your Erasmus Plan. Attached documents that are not explained and linked to your Erasmus Plan will not be considered as relevant by the experts assessing your application. It is also not permitted to use attachments to provide longer answers to the same questions as in the application form. In case you are not sure if one of your documents could be annexed as a strategic document, please contact NAVETQ for advice.*

***You can attach your strategic documents in your email.***

# **MoMaVET Plan: Objectives**

### **6.1. Introduction and guidance for VET Schools**

*What is an Erasmus Plan? The Programme’s Key Action 1 provides learning mobility opportunities to individuals and supports the development of education institutions and other organisations involved in lifelong learning in Europe. The funding your organisation receives from the Programme (in this case through MoMaVET project) should contribute to both of these objectives.*

*For the simulation sake, we will call it “MoMaVET Participation Plan” but it is largely based in the Erasmus +, KA1 plan. It means that by organising mobility activities for your participants, you should also work on broader objectives of your organisation. To achieve that, in the following sections we ask you to develop a ‘MoMaVET Participation Plan”: a plan that links mobility activities with your organisation’s needs and objectives.*

*Your MoMaVET Plan should answer one key question: how are you going to use the Programme’s Key Action 1 funding to benefit your organisation and all of its staff and learners, whether they take part in mobility activities or not.*

*The MoMaVET Plan is composed of three parts: objectives, activities and planning for management and resources. You will also be asked to subscribe to a set of Erasmus based quality standards that define a common set of guidelines for organisations taking part in the programme across Europe.*

What is a good MoMaVET Plan? The most important thing to consider is that your Plan should be coherent and appropriate for your organisation, its experience and its ambition. The application must be an original proposal, written by your organisation and specifically for your organisation. When answering questions and defining objectives, you should be as concrete as possible and you should refer to your other answers, in particular those in the ‘Background’ section where you have described the needs and challenges you want to tackle in your organisation. If you have attached any strategic documents to your application, you should also refer to them in your answers. Do not hesitate to repeat an important piece of information if you think it will help the assessors understand your plans and objectives.

*Your accreditation application should be a result of joint work in your organisation. Your answers should be a result of a discussion with relevant colleagues and managers. If you find the application too difficult, you can consider reducing the number of objectives and participants that you are proposing. Erasmus accreditation is designed to allow organisations to learn and develop over time. Taking a gradual approach to your participation in the Programme will not reduce your chances of being successful.*

**How long is the accreditation valid?**

*In the actual application process, the applicant organizations can choose for how long they wish their accreditation to remain valid. This period extends between 2 (minimum) to 5 (maximum) years. This question is not applicable for the MoMaVET training programme as our objective is to help you understand the process and not mislead you to believe this application results in the award of an official accreditation.*

### **6.2. MoMaVET Plan duration**

|  |  |
| --- | --- |
|  | Period, from - to |
| Please indicate the duration of your Erasmus Plan. | (you can specify the duration freely as per your fictional scenario) |

### **6.3. Objectives**

Please define the objectives your organisation wants to achieve by implementing MoMaVET mobility activities (based on Erasmus+, KA1 approach):

If your accreditation request is approved, your progress towards achieving the MoMaVET Plan objectives will form a part of the evaluation of MoMaVET activities you implement. **Therefore, you need to choose objectives that are possible to track and you need to explain how you are going to evaluate your progress. You can specify between one and ten objectives.**

***Tips for VET schools:*** *Your objectives should be concrete, realistic, and should represent a real benefit for your organisation. Make sure to link them to the needs of your organisation and its learners. If you have attached any strategic documents as explained in the ‘Background’ section, you should make sure that relevant objectives from those documents are translated to your MoMaVET Plan in this section. If needed, you can repeat information from your earlier answers, or simply refer to them as part of your explanations for defined objectives.*

**Please list your objectives below:**

**Objective 1**

**Title (200 characters)**

*What do you want to achieve?*

**Explanation (1.000 characters)**

*Describe the objective and explain how it is linked with the needs and challenges you have explained in the section ‘Background’*

**Timing (500 characters)**

*When do you expect to see results for this objective?*

**Measuring progress (1.000 characters)**

How are you going to track and evaluate your progress on this objective?

**Who were the persons involved in defining your Erasmus Plan objectives? What kind of discussions or preparation took place? (2.000 characters)**

*Include text here*

# **MoMaVET Plan: Activities**

In this section you are asked to propose a broad planning for activities you want to organise and participants you want to support with the requested project funds.

Your proposal will be assessed based on how realistic and appropriate it is for your organisation's size, experience and MoMaVET Plan objectives.

|  |  |
| --- | --- |
| Do you plan to organize staff mobility activities? | YES/NO |
| Do you plan to organise learner mobility activities? | YES/NO |

### **7.1. Staff’s mobility**

**How many staff participants would you like to support in the first year of implementation? Do you expect that number to stay similar or to evolve over the following years? (500 characters)**

*Include here the text*

**How did you estimate the expected number of staff participants in the first year and its evolution in the following years? Why do you think these figures are realistic and appropriate (considering your organisation's experience, size and Erasmus Plan objectives)? (1.000 characters)**

*Include here the text*

**What profiles of staff do you plan to involve?**

*Include here the text*

**How will the planned staff mobility activities contribute to your Erasmus Plan objectives?**

*Include here the text*

### **7.2. Learners’ mobility**

**How many learners would you like to support in the first year of implementation? Do you expect that number to stay similar or to evolve over the following years? (500 characters)**

*Include here the text*

**How did you estimate the expected number of learners in the first year and its evolution in the following years? Why do you think these figures are realistic and appropriate (considering your organisation's experience, size and Erasmus Plan objectives)? (1.000 characters)**

*Include here the text*

**What profiles of learners do you plan to involve? If you plan to involve participants with fewer opportunities make sure to mention them and the types of activities where they will be involved (1.500 characters)**

*Include here the text*

**How will the planned learner mobility activities contribute to your Erasmus Plan objectives? (1.500 characters)**

*Include here the text*

# **MoMaVET Quality Standards**

VET schools implementing mobility activities must adhere to a common set of MoMaVET quality standards. As above, the quality standards of MoMaVET are based on the Erasmus+ ones. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the funding are contributing to its objectives. In a mobility consortium, quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members (as specified above, not relevant in our simulation exercise).

The MoMaVET quality standards are part of the call for MoMaVET accreditations. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of MoMaVET quality standards in the national context will be further interpreted by the relevant National Agency for VET and Qualifications (NAVETQ in this specific case).

*For more information, we ask you to read the Erasmus Quality Standards and confirm your agreement. Studying the following section is necessary; it will help you fill in your answers in the below section “Erasmus Plan: Management”.*

### **8.1. List of Quality Standards**

*Below you will find the quality standards that each organization needs to adhere to in order to reflect the EU value system, the quality standards and the expectations of the National Agency that will assess the application. You should read the following statements very carefully as your replies in the Quality Standards have to address the content of each statement. Therefore, you may print this annex and keep it by your side once you develop your answer to each Quality Standard question.* ***Please make reference to Annex 1 for aknowledging the Quality Standards***

### **8.2. Subscribing to MoMaVET Quality Standards**

To apply for MoMaVET accreditation, your organization must subscribe to the MoMaVET Quality Standards and accept to be evaluated based on those standards.

**Please read the following statements carefully and confirm your agreement:**

I have read and understood the above MoMaVET quality standards

I understand and agree that MoMaVET quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation

I understand and agree that the results of the evaluation based on these standards will form a part of criteria for decision on any subsequent grants under this accreditation

# **MoMaVET Plan: Management**

*In this section you should explain how you plan to set up the management of MoMaVET mobility activities within your organisation to make sure their implementation is successful.*

***Please read the Quality Standards in Annex 1*** *and discuss them with your colleagues and management. Your answers in this section should show that your organization has assessed the resources and staff needed to implement the planned activities in accordance with the standards set.*

* 1. **Quality Standards Part I: Basic principles**

**What will your organisation do to contribute to the basic principles of the Erasmus accreditation described in the Erasmus quality standards?**

|  |  |
| --- | --- |
| Inclusion (1.000 characters) | *Please reply here* |
| Environmental sustainability and responsibility (1.000 characters) |  |
| Digital education (1.000 characters) |  |
| Active participation in the network of Erasmus organisations (1.000 characters) |  |

* 1. **Quality Standards Part II: Good management of mobility activities**

**Please reply to the following questions:**

|  |  |
| --- | --- |
| Questions | *Please describe here* |
| How are the mobility activities under the Erasmus accreditation going to be coordinated and supervised in your organisation? (2.000 characters)* How did you decide who will be your organisation’s MoMaVET coordinator?
* Who will be responsible for monitoring and ensuring that the MoMaVET quality standards are being respected?
* How is your organisation’s management going to be involved in the implementation of mobility activities?
 |  |
| If there are changes in the staff or management of your organisation, how are you going to make sure that the implementation of planned mobility activities can continue? (500 characters) |  |
| What will you do to integrate the results of implemented mobility activities in your organisation’s regular work? (3.000 characters) |  |

* 1. **Quality Standards Part III: Providing Quality and Support to the Participants**

|  |  |
| --- | --- |
| Please describe your Erasmus+ team and how you plan to divide the tasks for implementation of Erasmus+ activities (3.000 characters)* Apart from the Erasmus coordinator and other persons listed as associated persons in this application, what other people will be involved and how?
* Who will be responsible for the different implementation tasks (such as finances, practical arrangements
 |  |

* 1. **Quality Standards Part IV: Sharing results and knowledge about the programme**

|  |  |
| --- | --- |
| What will your organisation do to share the results of its activities and knowledge about the programme?1. To share results within your organisation (1.000 characters)
2. To share results with other organisations and the public (1.000 characters)
3. To publicly acknowledge European Union funding (1.000 characters)
 |  |

# **EU Values**

*The MoMaVET project implementation, and therefore, the activities implemented under it, have to respect the EU values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, in full compliance with the values and rights enshrined in the EU Treaties and in the EU Charter of Fundamental Rights.*

*Article 2 of the TEU: The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.*

*Article 21 of the EU Charter of Fundamental Rights: 1. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. 2. Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.*

**Subscribing to EU Values**

* I confirm that I, my organization and the co-beneficiaries (where applicable) adhere to the EU values mentioned in Article 2 of the TEU and Article 21 of the EU Charter of Fundamental Rights
* I understand and agree that EU Values will be used as part of the criteria for evaluation of the activities implemented under this project.

# **Requests for clarifications**

If you have any additional questions, please contact:

* For information about the submission process --> NAVETQ: Ms. Aida Tiko, Aida.tiko@akafp.gov.al
* For information about the preparation of the application form --> AKMI: Ms. Victoria Topalidi, topalidi@akmi-international.com
* For IT technical support --> aita@aita-al.org

**Important note**: When contacting the MoMaVET partners for clarification via email, please make sure that you enter the following title " **MoMaVET project (Pr.No. 101092422) - Simulation process on the submission of an accreditation application.**

# **Annexes**

### **Annex 1 - Basic principles (Quality Standards)**

**Basic principles (addressing Quality Standards Part I)**

* ***Inclusion and diversity:*** *the beneficiary organisations (in MoMaVET case the VET schools) must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants. Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.*
* ***Environmental sustainability and responsibility****: the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.*
* ***Digital education – including virtual cooperation, virtual mobility and blended mobility:*** *the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.*
* ***Active participation in the network of Erasmus organisations:*** *one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies (in MoMaVET case, NAVETQ) or other organisations. Experienced organisations should share their knowledge with other organisations that less experience in the Programme by providing them with advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.*

**Good management of mobility activities (addressing Quality Standards Part II)**

* ***Core tasks - keeping ownership of the activities:*** *the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations. The core tasks usualy include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.).*
* ***Supporting organisations, transparency and responsibility:*** *in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under ‘core tasks’.*
* *In case of Erasmus + funded projects, if* ***beneficiary organisations use programme funds to pay other organisations for specific implementation tasks*** *(namely subcontractors, such as website developers), then the obligations of such organisations (the subcontractors) must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.*
* ***Organisations that assist the beneficiary with specific implementation tasks*** *(on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities. The above term does not apply to the MoMaVET simulation of accreditation in VET but it is provided for informative reasons as being part of the official EU form.*
* *In all cases, the* ***beneficiary organisation will stay responsible*** *for the results and quality of implemented activities, regardless of the involvement of other organisations.*
* ***Contributions paid by participants:*** *as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants’ contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.The above term does not apply to the MoMaVET simulation of accreditation in VET (nor is it usual in the implementation of mobility projects anyway) but it is provided for informative reasons as being part of the official EU form.*
* ***Integrating results of mobility activities in the organisation:*** *beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.*
* ***Developing capacity:*** *beneficiary organisations should use the MoMaVET project opportunity (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis.*
* ***Regular updates:*** *beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.*
* ***Gathering and using participants’ feedback:*** *beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the MoMaVET partners. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.*

**Providing quality and support to the participants (addressing Quality Standards Part III)**

* **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). For the MoMaVET project, the practical and logistic arrangement will be carried out by NAVETQ.
* **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that they provide accurate information about the staff and learners who will participate in the mobility activities to NAVETQ/AKMI.
* **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
* **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant). In MoMaVET case, the hosting organization is AKMI and will work together with NAVETQ and the VET schools for the coordination of the weekly study visits
* **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process. In MoMaVET case, the hosting organization is AKMI and will work together with NAVETQ and the VET schools for the coordination of the weekly study visits.
* **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
* **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
* **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The respective agreement will be provided by AKMI.
* **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities. Following the delivery of the mobility activities in Greece, the organizations will collect feedback from the participants based on the available evaluation forms and will compile the data in short reports
* **Recognition of learning outcomes**: formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. For the MoMaVET project, the recognition of the skills and competences acquired through the training activity, will be done with the use of Open Badges, meaning micro-credentials that will be awarded upon the completion of a certain stage in the training process. Each participant has to successfully complete the 4 stages witin the training process: theoretical training, submission of the applications to the fictional calls, implementation of the mobility activity in Greece and final assessment. Upon successful completion of all the above stages, each participant will be awarded with the Mobility Manager Open Badge.

**Sharing results and knowledge about the programme (addressing Quality Standards Part IV)**

* **Sharing** results within the organisation: beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
* **Sharing** results with other organisations and the public: beneficiary organisations should share the results of their activities (in MoMaVET case, the staff and learners’ mobility activities) with other organisations and the public via their websites and MoMaVET website
* **Publicly acknowledging European Union funding**: beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant. Specifically, all posts that refer to the mobility activities implemented within MoMAVET project should bear the EU logo and the disclaimer.

### **Annex 2: Declaration on Honour**

This document is required in an actual application process, but it is not requested in the MoMaVET simulation exercise. To be able to download a Declaration on Honour (DoH), an organization needs to open a new application form in the system. Therefore, Annex 2 that is provided here below is only for your acknowledgement.

|  |
| --- |
| **DECLARATION ON HONOUR**(To be filled out by the applicant and signed by its legal representative.) I, the undersigned: * for legal persons[[1]](#footnote-1): representing the following entity:
	+ (VET school legal name)
	+ (Full address)
	+ (OID or Tax Registration Number)

hereby confirm that (subject to the additional declarations below): * 1 — The information provided for the project submitted is correct and complete.
* 2 — The information concerning the legal status for my organisation is correct and complete.
* 3 — My organisation commits to comply [[2]](#footnote-2)with the eligibility criteria and all other conditions set out in the call conditions — for the entire duration of the action. [3]
* 4 — My organisation:
	+ is committed to participate in the action;
	+ has stable and sufficient sources of funding to maintain the activities throughout the action and to provide any counterpart funding necessary;
	+ has or will have the necessary resources needed to implement the action; for actions involving EU classified information (EUCI): acknowledges that any sensitive information or material that qualifies as EU classified information under Commission Decision 2015/444[[3]](#footnote-3)must be handled in accordance with specific rules and follow the instructions given by the EU
* 5 - For applicants from non-EU countries: My organisation
	+ undertakes to comply with the obligations under the agreement and to:
		- respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
		- for the submission of financial certificates under the agreement: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC
		- for controls under the agreement: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the granting authority, the European Anti-Fraud Office (OLAF), the European Prosecutor’s Office (EPPO) and the European Court of Auditors (ECA) and any persons mandated by them
* and confirm that:
	+ - we can be subject to the jurisdiction of the Belgian courts
* 6 — My organisation:
* is NOT subject to an administrative sanction (i.e. exclusion or financial penalty decision)[[4]](#footnote-4)

My organisation (or persons with unlimited liability for debts):* is NOT in one of the following exclusion situations[[5]](#footnote-5)
	+ - bankrupt, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
		- in breach of social security or tax obligations

My organisation (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action):* is NOT in one of the following exclusion situations[[6]](#footnote-6)
* guilty of grave professional misconduct[[7]](#footnote-7)
* committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes
* (including terrorism financing), child labour or human trafficking
* shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar
* guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including creation of another entity with this purpose).
* 7 — My organisation is NOT subject to a conflict of interest in connection with this grant and will notify — without delay — any situation which could give rise to a conflict of interests.
* 8 — My organisation has NOT and will NOT, neither directly nor indirectly, grant, seek, obtain or accept any advantage in connection with this grant that would constitute an illegal practice or involve corruption.
* 9 — My organisation has not received any other EU grant for this action and will give notice of any future EU grants related to this action AND of any EU operating grant(s)[[8]](#footnote-8) given to my organisation.
* 10 — My organisation is aware that false declarations may lead to rejection, suspension, termination or reduction of the grant and to administrative sanctions (i.e. financial penalties and/or exclusion from all future EU procurement contracts, grants, prizes and expert contracts).

and acknowledge that:* 1 — Personal data submitted or otherwise collected by the EU will be subject to the Privacy statement[[9]](#footnote-9)
* 2 — Payments under the grant are done at consortium-level, through the coordinator, and that payments will be automatically lowered if one of the consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset in accordance with the conditions set out in the grant agreement.

DateSignatureDone in English |

### **Annex 3: Other Documents (if any)**

If needed, please attach any other relevant documents (e.g. the VET school’s Internationalization Strategy). You are allowed to attach a maximum of 9 documents. Please use clear file names.

# **Checklist**

Before submitting your application form to the National Agency, please make sure that:

1. It fulfills the eligibility criteria listed in the Call. All relevant fields in the application form have been completed.
2. You have chosen the correct field for your organization. For the MoMaVET accreditation, the selected field is: **Vocational Education and Training**
3. You have chosen the correct National Agency of the country in which your organization is established. For the MoMaVET accreditation, the selected NA is: **NAVETQ.**
4. The documents proving the legal status of the applicant must be attached as annexes.

Original content and authorship

* I confirm that this application contains original content authored by the applicant organization.
* I confirm that no other organizations or individuals external to the applicant organization have been paid or otherwise compensated for drafting the application.

# **Protection of Personal Data**

In full accordance with the Law "FOR THE PROTECTION OF PERSONAL DATA" no. 9887 dated 10.03.2008 "On the Protection of Personal Data" (amended), the National Agency of VET and Training and Qualifications guarantees that after the information arrives on our server, the latter implements a security system of the highest standards for storage and further processing of these data.

# **Submission History**

**Call deadline: 12th of July, 17:00 local time.** The evidence of submission is the date when NAVETQ receives the application.

The call must be submitted in **pdf format** to NAVETQ at the email address: Aida.tiko@akafp.gov.al by the above deadline at the latest. You have to name the file as follows “**Name of the School” Erasmus accreditation in VET”**

The subject of the email should provide the following information:

“Name of the school” - MoMaVET Project (Pr.No. 101092422): Fictional call for an Erasmus accreditation in VET”.



1. *This includes ‘entities without legal personality’ under Article 197(2) of 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, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (‘ EU Financial Regulation ’) (OJ L 193, 30.7.2018, p. 1).* [↑](#footnote-ref-1)
2. *(OJ L 193, 30.7.2018, p. 1). [2] ‘Commit to comply’ means complying now and for the duration of the grant.* [↑](#footnote-ref-2)
3. *‘Action’ — The project to be funded in the context of the grant agreement.* [↑](#footnote-ref-3)
4. *See Commission Decision 2015/544/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p.53).* [↑](#footnote-ref-4)
5. *See Article 136 EU Financial Regulation.* [↑](#footnote-ref-5)
6. *See Articles 136 and 141 EU Financial Regulation.* [↑](#footnote-ref-6)
7. *See Articles 136 and 141 EU Financial Regulation.* [↑](#footnote-ref-7)
8. *Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain an advantage.* [↑](#footnote-ref-8)
9. *See Article 180 EU Financial Regulation.* [↑](#footnote-ref-9)