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**Fictional call for VET learners and staff mobility**

**Project 101092422  
MoMaVET**

**Application for short-term project for the mobility of learners and staff in Vocational Education and Training**

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

**June 2024**

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May 2024

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**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 short-term project for mobility of learners and staff in VET**

|  |  |
| --- | --- |
| **Programme** | MoMaVET project – Call (based on Erasmus+, KA1 Model) |
| **Action Type** | Call for VET Schools wishing to apply for short-term project for mobility of learners and staff in Vocational Education and Training (Based on KA122 - Short-term projects for mobility of learners and staff in vocational education and training – KA122) |
| **Call** | 2024 |
| **Round** | Round 1 |

# **Context**

Welcome to the application form for MoMaVET short-term Key Action 1 project 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 mobility in VET and 3: Funding Rules).

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>

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

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

Please verify that your organization is eligible for the field you have chosen.

For the MoMaVET training course, it is supposed that all the applicant organizations are applying for short-term mobility for learners and staff in Vocational Education and Training (VET).

|  |  |
| --- | --- |
| **Field** | Vocational Education and Training |
| **Project title** |  |
| **Project start date** | dd/mm/yy |
| **Project duration (in months)** |  |
| **Project end date** | dd/mm/yy |
| **National Agency of the applicant organization** | NAVETQ |
| **Language used to fill in the form** | English or Albanian |

# **Participating Organizations**

**Hints for the VET Schools:** In the below section, you are requested to provide the data for the organizations that will participate in the mobility activities; namely the applicant and the hosting organization(s). The applicant organization is the organization that prepares the application and sends the participants to the mobility activities; the hosting organizations (it is not necessarily one but they can be multiple) are organizations which will host the participants in your activities.

In the MoMaVET training course, you must fill in the data of your organization as applicant and AKMI as hosting organization of the MoMaVET learners and staff mobility activities. For your facilitation, AKMI details are pre-filled.

Please note that, in an actual application, you do not need to provide a list of hosting organisations in the application - this section is included for information in case you wish to provide more context for your application. During project implementation the applicant organization can change their mind and freely decide which hosting partners they want to work with. To find hosting partners, the applicant organizations – especially the inexperienced ones- can use the Partner search tool available online at the Electronic Platform for Adult Learning in Europe ([EPALE](https://epale.ec.europa.eu/en)).

**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**

|  |  |
| --- | --- |
| OID or NIPT |  |
| Legal name |  |
| Country | Albania |
| Region |  |
| City |  |
| Website |  |

Please provide information about key persons in your organisation who will be implementing and coordinating activities under the short-term project for mobility of learners and staff in VET.

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 one person to be the Erasmus coordinator. You cannot select more than one person for this role.

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 |  |

**Hosting Organization**

|  |  |
| --- | --- |
| OID |  |
| Legal name | AKMI MONOPROSOPI ANONIMI EKPAIDEFTIKI ETAIREIA |
| Country | Greece |
| Region | Attica |
| City | Athens |
| Website | <https://akmi-international.com/> |

**Legal representative**

|  |  |
| --- | --- |
| Title | Mrs |
| Position | Managing Director |
| First name | Marianna |
| Last name | Politopoulou |
| Telephone | N/A |
| Email address | N/A |

**Erasmus Coordinator**

|  |  |
| --- | --- |
| Title | Ms |
| Position | Head of Projects |
| First name | Myrto |
| Last name | Siapardani |
| Telephone | N/A |
| Email address | N/A |

Please describe your plans in terms of potential destination countries and hosting organizations.

* What kind of hosting organisations do you plan to cooperate with?
* Have you already had contacts or previous cooperation with any potential hosting partners?
* If you have not yet identified all of your hosting partners, please explain how you plan to find suitable hosting organisations for the mobilities you propose to organise.

*Insert text here*

My organization plans to work with other supporting organizations that are not going to host our participants but are going to help with the implementation of activities.

The following questions are standard questions that are included in an actual application form for short term mobility activities for learners and staff in VET.

# **Background**

Hints for VET schools: in this section you should answer the question: "**Who are you as an organization**?"

If you are applying on behalf of a larger organization with multiple departments or sections, it is important that you clearly describe the structure of the entire organization and explain which parts of the organization are working in the field covered by this application. The field of the application is stated in the section ‘Context’. It can be adult education, vocational education and training, or school education.

**For the purposes of MoMaVET training course, the selected field is Vocational Education and Training.**

The following information is completed based on the registration documents of the organization submitted to the designated national authorities.

|  |  |
| --- | --- |
| **Is the organisation a public body?** | YES/NO |
| **Is the organisation a non-profit?** | YES/NO |

Please choose the organization type that best describes your organization.

|  |  |
| --- | --- |
| **Type of organisation** | Vocational Education and Training Provider |
| **Does your organisation provide any formal or informal learning programmes relevant for this application?** | YES/NO |

1. **What are your organisation's main activities (in everyday work, outside of Erasmus+) ? / 1.000 characters**

*Insert text here*

1. **What are your organization’s activities in the field of this application? (1.000 characters)**

*Insert text here*

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

*Insert text here*

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

*Insert text here*

1. **What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application (1.000 characters)**

*Insert text here*

1. **Number of non teaching staff (in numbers)**

*Insert text here*

1. **Past participation**

Number of projects where you have participated either as applicant or as member of the consortium.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **As Applicant** | | **As Partner or Consortium Member** | |
| **Action type** | **Number of project applications** | **Number of granted projects** | **Number of project applications** | **Number of granted projects** |
|  |  |  |  |  |

# **Project Objectives**

*In the following section, you are requested to define the objectives your organisation wants to achieve by implementing MoMaVET short-term mobility activities for learners and staff in VET (based on Erasmus+, KA1 approach).*

1. **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 (1.000 characters)**

*Insert text here*

1. **Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners***.*

*If your short-term mobility project is approved, your progress towards achieving the application 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 three and five objectives****.*

**Objective 1**

**Title (200 characters)**

*What do you want to achieve?*

**Explanation (1.000 characters)**

*How is the objective linked with the needs and challenges you have described in the previous question?*

**Measuring progress**

**(1.000 characters)**

How are you going to evaluate if the objective has been reached?

*(copy the table above as many times as needed)*

# **Activities**

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen. *As the MoMaVET simulation is linked with the mobility activity for both learners and staff that will take place in Greece later in project implementation, the activity types have been pre-selected for you.*

In this table and in the specific summary tables below we provide an overview of the information that refers to the type of the activities that will be implemented within the MoMaVET project (week-long mobilities for 5 VET learners and 1 VET Teacher per Albanian VET school) and the participants’ profiles. Therefore, you are ***not requested to fill in the information*** on the Activity Type and the Participant Profiles Tables as this information is already defined in the MoMaVET application.

However, it is useful to know that, during an actual application process, you must specify this information. In this stage, you do not need to have in mind the exact names of the participants to the activities, but you have to get an rough idea on the selected profiles.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity type | Number of participants | Average duration for participants (in days) | Number of accompanying persons | Average duration for accompanying persons | Total Grant (EUR) |
| Short-term mobility for learners\* | 5 | 5 | 0 | 0 |  |
| Short-term mobility for staff\*\* | 1 | 5 | 0 | 0 |  |

\*The mobility for learners covers the participation of 5 VET Learners from each Albanian VET school \*\*The mobility for staff covers the participation of 1 VET Teacher from each Albanian VET school.

## **6.1. Summary of participant profiles**

This summary table shows the overview of participant profiles in the different activities you have requested, as well as number of participants taking part in Blended mobility activities and travelling with sustainable means of transport.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity type | Number of participants | In companies | In schools | Participants in blended mobility | Sustainable of transport (green travel) |
| Short-term mobility for learners | 5 | 5 | 0 | 0 |  |
| Short-term mobility for staff | 1 | 0 | 1 | 1 |  |

# **Budget**

## **7.1. Budget summary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Organizational Support (EUR)** | **Individual Support (EUR)** | **Travel (EUR)** | **Course fees (EUR)** | **Linguistic support (EUR)** | **Preparatory visits (EUR)** | **Inclusion support (EUR)** |
| Short-term mobility for learners |  |  |  | 0 | 0 | 0 |  |
| Short-term mobility for staff |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

## **7.2. Budget details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Type** | **Individual Support for Participants (EUR)** | **Standard Travel (EUR)** | **Inclusion Support for Participants (EUR)** | **Inclusion support for organizations** |
| Short-term mobility for learners |  |  |  | 0 |
| Short-term mobility for staff |  |  |  |  |
| **Total** |  |  |  |  |

## **7.3. Organizational support**

Organizational support covers various costs directly linked to the implementation of mobility activities and not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organizations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to their tasks and expenses.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mobility Flow ID** | **Activity Type** | **Hosting Organization** | **Destination country** | **Number of participants** | **Number of accompanying persons** | **Organizational support base rate (EUR)** | **Organizational support grant (EUR)** |
| 01 | Short-term mobility for learners | AKMI | Greece | 5 | 0 |  |  |
| 02 | Short-term mobility for staff | AKMI | Greece | 1 |  |  |  |
|  | **Total** |  |  |  |  |  |  |

## **7.4. Inclusion support**

Inclusion support covers various costs related to the organization of mobility activities for participants with fewer opportunities.

Support is provided in two forms: *inclusion support for organizations and inclusion support for participants.*

Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs.

Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mobility Flow ID** | **Activity Type** | **Hosting Organization** | **Destination country** | **Number of participants in the mobility flow** | **Number of participants with fewer opportunities** | **Inclusion support for organizations (EUR)** | **Inclusion support for participants (EUR)** |
| 01 | Short-term mobility for learners | AKMI | Greece | 5 | 0 |  |  |
| 02 | Short-term mobility for staff | AKMI | Greece | 1 |  |  |  |
|  | **Total** |  |  |  |  |  |  |

## **7.5. Exceptional costs**

Exceptional costs may be claimed for costs linked to entry requirements for specific countries (including visas, residence permits, vaccinations, and medical certificates) and financial guarantee (if such a guarantee is requested by the National Agency).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Type** | **Mobility Flow ID** | **Activity Type** | **Number of participants in the mobility flow** | **Number of participants supported with this cost item** | **Description and justification of expenses (EUR)** | **Eligible Costs (EUR)** | **Support rate %** | **Eligible amount** |
|  | 01 | Short-term mobility for learners | AKMI | Greece | 0 |  |  |  |
|  | 02 | Short-term mobility for staff | AKMI | Greece |  |  |  |  |
|  |  | **Total** |  |  |  |  |  |  |

# **Quality Standards**

Organisations implementing mobility activities must adhere to a common set of quality standards. As above, the quality standards of MoMaVET are based on 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 (in form of participation in the mobility in Greece for its staff and students) 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.

The quality standards are part of the call for Erasmus short-term project for mobility of learners and stafff in VET. 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 Qualifictions (NAVETQ in this specific case).

For more information, we advise you to read the Erasmus quality standards (see below) and confirm your agreement. However, we provide below an extract of 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.

### **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.* ***Please make reference to Annex 1 for aknowledging the Quality Standards****. You may print this annex and keep it by your side once you develop your answer to each Quality Standard question.*

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

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

**Subscribing to MoMavet Quality Standards**

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above 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 quality standards

I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

# **Follow-up**

How are you going to ensure that your mobility activities are implemented in accordance with the Erasmus quality standards?

|  |  |
| --- | --- |
| 1. What will your organisation do to contribute to the basic principles defined by the quality standards? (1.000 characters) |  |

|  |  |
| --- | --- |
| 1. Who will be responsible for selection of participants, their preparation, and support during the activity? (1.000 characters) |  |

|  |  |
| --- | --- |
| 1. Who will be responsible for definition, evaluation and recognition of learning outcomes? (1.000 characters) |  |

|  |  |
| --- | --- |
| 1. Who will be responsible for ensuring that standards on good management of mobility activities are being respected? (1.000 characters) |  |

What will you do to integrate the results of implemented mobility activities in your organization’s regular work?

|  |
| --- |
|  |

What will your organization do to share the results of its activities 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) |  |

# **Project Summary**

Please provide short answers to the following questions to summarize the information you have provided in the rest of the application form. Please use full sentences and clear language.

1. **Background: Why did you apply for this project? Please, provide a translation in English (500 characters)**
2. **Objectives: What do you want to achieve by implementing the project. Please, provide a translation in English (500 characters)**
3. **Implementation: What activities are you going to implement? Please, provide a translation in English (500 characters)**
4. **Results: What results do you expect your project to have? Please, provide a translation in English (500 characters)**

# **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](mailto:Aida.tiko@akafp.gov.al)
* For information about the preparation of the application form --> AKMI: Ms. Victoria Topalidi, [topalidi@akmi-international.com](mailto:topalidi@akmi-international.com)
* For IT technical support --> [aita@aita-al.org](mailto: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 a short-term project for learners and staff mobility activities in VET application.

# **Annexes**

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

* ***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 simulation exercise; you may just read it for your information. To be able to download a Declaration on Honour (DoH), an organization needs to open a new application form in the system so we provide it under this annex 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.   Date  Signature  Done in English |

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

If needed, please attach any other relevant documents (a maximum of 9 documents). Please use clear file names.

# **Checklist**

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

* It fulfills the eligibility criteria listed in the Programme Guide.
* All relevant fields in the application form have been completed.
* You have chosen the correct National Agency (NA) of the country in which your organisation is established. The selected NA is: NAVETQ

# **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: 13 September, 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](mailto:Aida.tiko@akafp.gov.al) by the above deadline at the latest. You have to name the file as follows “**Name of the School- VET Learners and staff mobility project”**

The subject of the email should provide the following information:

“Name of the school - MoMaVET Project (Pr.No. 101092422): Fictional call for VET Learners and staff mobility”.



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)