



**A. General Information**

This form is to be filled out by organisations wishing to be accredited under the Erasmus+ programme. Please see the Erasmus+ Programme Guide for more information about accreditation.

This application form consists of the following main sections:

- Context: this section asks for general information about the type of accreditation you want to apply for and about the Agency that will receive, assess and select your application;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved;
- Description of the main activities: this section asks for information about the organisation strategy in preparation, implementation and follow-up of the activities they plan to implement;
- Check List/Data Protection Notice/Signature and, if relevant, background documents: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, please refer to the e-Forms Guideline.

**B. Context**

Programme	Erasmus+
Action Type	Vocational Education and Training Mobility Charter
Call	2017
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-05-2017 12:00:00
Language used to fill in the form	

**B.1. National Agency of the Applicant Organisation**

Please choose the National Agency in the country where your organisation is based.

Identification	
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For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>



C. Applicant Organisation

PIC

Full legal name (National Language)

Full legal name (Latin characters)

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

P.O. Box

Post Code

CEDEX

City

Website

Email

Telephone 1

Fax

C.1. Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

C.2. Consortium

Are you applying on behalf of a mobility consortium?

Yes

C.3. Background and Experience

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects.

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[Redacted text box]

What are the activities and experience of your organisation in the areas relevant to future participation in the Erasmus+ programme?

[Redacted text box]

Please give information on the human resources of your organisation (i.e. staff and volunteers and whether they are part-time or full-time), and describe the skills and expertise of the persons that will be involved in the future Erasmus+ activities, with specific regard to organising mobility activities. If possible, add any organisational diagrams or similar to highlight the human resource structures of your international activities.

[Redacted text box]

In case you are applying on behalf of a national mobility consortium, show how you intend to cooperate with the other partners.

[Redacted text box]

If your organisation has been awarded a previous accreditation (i.e. LDV Mobility Certificate), please enter its reference code.

[Yellow text box]

Does your organisation have its own funds to carry out mobility activities?

[Redacted text box]

If your organisation has its own funds, how are these funds used? (number of activities implemented and participants sent).

[Redacted text box]

C.4. Legal Representative

Title [Yellow text box]

Gender [Redacted text box]

First Name [Redacted text box]



Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

**C.5. Contact Person**

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

Please add your national members of the mobility consortium.



C.6. Consortium Member

PIC	
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Fax	

C.6.1. Profile

Type of Organisation	
Is your organisation a public body?	
Is your organisation a non-profit?	

C.6.2. Background and Experience

Please briefly present the organisation, including information on aims and targets.

What are the activities and experience of the organisation in the areas relevant for this consortium?

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[Redacted area]

What are the skills and expertise of key staff/persons of the organisation related to the purpose of this consortium? Describe if they are part-time or full-time. If possible add any organisational diagrams or similar to highlight the human resource structures of your international activities.

[Redacted area]

What is the role of the organisation within the consortium and how do you intend to cooperate with other members?

[Redacted area]

If your organisation has been awarded a previous accreditation (i.e. LDV Certificate), please enter its reference code.

[Redacted area]

Does your organisation have its own funds to carry out mobility activities?

[Redacted area]

If you have your own funds, how are these funds used? (number of activities implemented and participants sent).

[Redacted area]

**C.6.3. Legal Representative**

Title	[Redacted area]
Gender	[Redacted area]
First Name	[Redacted area]
Family Name	[Redacted area]
Department	[Redacted area]
Position	[Redacted area]
Email	[Redacted area]



Erasmus+

Application Form for Accreditation

Call: 2017

KA1 - Learning Mobility of Individuals

KA109 - Vocational Education and Training Mobility Charter

Form Version: 4.02

Telephone 1

If the address is different from the one of the organisation, please tick this box

Sample

Form hash code: 83D89CAE84055185

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Form has not been submitted yet



C.7. Consortium Member

PIC

Full legal name (National Language)

Full legal name (Latin characters)

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

P.O. Box

Post Code

CEDEX

City

Website

Email

Telephone 1

Fax

C.7.1. Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

C.7.2. Background and Experience

Please briefly present the organisation, including information on aims and targets.

What are the activities and experience of the organisation in the areas relevant for this consortium?

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Form has not been submitted yet





[Redacted area]

What are the skills and expertise of key staff/persons of the organisation related to the purpose of this consortium? Describe if they are part-time or full-time. If possible add any organisational diagrams or similar to highlight the human resource structures of your international activities.

[Redacted area]

What is the role of the organisation within the consortium and how do you intend to cooperate with other members?

[Redacted area]

If your organisation has been awarded a previous accreditation (i.e. LDV Certificate), please enter its reference code.

[Redacted area]

Does your organisation have its own funds to carry out mobility activities?

[Redacted area]

If you have your own funds, how are these funds used? (number of activities implemented and participants sent).

[Redacted area]

C.7.3. Legal Representative

Title	[Redacted area]
Gender	[Redacted area]
First Name	[Redacted area]
Family Name	[Redacted area]
Department	[Redacted area]
Position	[Redacted area]
Email	[Redacted area]



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## D. Strategy and Experience

This section shows the degree to which your organisation has integrated the objectives of the mobility projects into its general strategy and its capacity to adapt and adjust by building on past experiences.

### D.1. Mission and European Internationalisation Strategy

Please describe in an attached document your organisation's European Internationalisation Strategy (e.g. implementation of wider cooperation/networking projects at international or transnational level) and how your organisation foresees the inclusion of VET international mobility activities within it. If you are applying on behalf of a consortium, there should be a European Internationalisation Strategy attached for each partner.

Sample



**E. Implementation of Past and Current Mobility Activities**

If you are applying on behalf of a consortium, the answers given should include information about each member of the consortium.

**E.1. General Information: Past and Current Activities**

Please give brief details, including the relevant contract numbers and titles, of the last three completed VET mobility projects that your organisation has carried out under the Lifelong Learning Programme and/or Erasmus+.

[Redacted area for project details]

How many mobility projects funded by the European Union has your organisation carried out in the last 5 years?

[Redacted area for number of projects]

What is the average number of participants involved per year in these mobility activities?

[Redacted area for average number of participants]

Please describe the activity type and the target group of the participants mentioned above. Outline your overall approach to implementation, including the quality of management, the satisfaction of the participants, the recognition of competences and the impact of those previous projects and, if appropriate, the LDV certificate etc. If your organisation has experience in other types of mobility activities, describe them too.

[Redacted area for activity description]

**E.2. Organisational Issues and Qualitative Management of Mobility Activities**

**E.2.1. Project Management**

How does your organisation address management issues in mobility activities (e.g. repartition of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework or certificates)? Please also stipulate possible changes and developments to your future practices.

[Redacted area for project management issues]

**E.2.2. Practical Arrangements**

How are the practical and logistic matters addressed in mobility activities carried out by your organisation (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory visits etc.)? Please also stipulate possible changes and developments to your future practices.

[Redacted area for practical arrangements]

**E.2.3. Selection of Participants**



What are the criteria and procedures for selecting participants in mobility activities? How will you ensure an open and transparent recruitment process? Please also stipulate possible changes and developments to your future practices.

**E.2.4. Preparation of Participants**

Which kind of preparation is offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Are these preparatory activities tailor made for vocational and occupational needs? Are the host partners involved in this preparation? Please also stipulate possible changes and developments to your future practices.

**E.2.5. Participants with Fewer Opportunities**

Does your organisation involve or plan to involve participants who face situations that make their participation in the activities more difficult?

**E.2.6. Monitoring**

How are the participants supervised during their mobility activity? Who monitors their work programme and progress and the overall quality of the training placement? Has your organisation put in place specific communication channels? Please also stipulate possible changes and developments to your future practices.

**E.2.7. Mentoring and Support**

Which measures are put in place in order to support the participants during their mobility activity (e.g. support provided by a contact point, a mentor and/or an accompanying person)? Please also stipulate possible changes and developments to your future practices.

**E.2.8. Learning outcomes**

Which European or national instruments/certificates are used to recognise and/or validate the learning outcomes of participants? How are the agreements with participants drafted and managed? What are the assessment procedures to ensure the validation and recognition of the learning outcomes of the participants? Are learning outcomes that were not originally planned but nevertheless achieved during the mobility taken into account? Is the non-formal and informal experience also recognized? If yes, how? Please also stipulate possible changes and developments to your future practices.

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If your organisation applies or plans to apply ECVET in the recognition of participants' learning outcomes, please explain how Memoranda of Understanding are/will be established between the competent bodies.

**E.2.9. Achievements**

What has been the main qualitative achievement of your previous and current mobility activities? What has been the impact of these activities on the organisations involved? What has been the impact outside the organisation at local, regional and/or national levels? How did your organisation integrate these achievements in its overall international strategy?

**E.2.10. Dissemination of Projects' Results**

Which activities does your organisation carry out in order to share the results of your mobility projects outside your organisation and partners? What are the target groups of your dissemination activities? Please also stipulate possible changes and developments to your future practices.

**E.2.11. Impact of Projects' Results**

Please state the potential impact of the VET Mobility Charter and its mobility activities on participants and participating organisations. In addition, show any impacts expected outside your own organisational structure at local, regional, national and/or European level.

**E.2.12. Quality Management and Evaluation**

Which activities does your organisation carry out in order to assess whether, and to what extent, mobility activities have reached their objectives and desired results? How does your organisation evaluate the personal and professional development of participants following their mobility activity? Please also stipulate possible changes and developments to your future practices. What processes are put in place that will ensure quality improvement based on the results from the evaluation activities?



Erasmus+

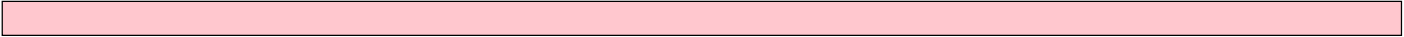
Application Form for Accreditation

Call: 2017

KA1 - Learning Mobility of Individuals

KA109 - Vocational Education and Training Mobility Charter

Form Version: 4.02



Sample

Form hash code: 83D89CAE84055185

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Form has not been submitted yet



F. Future Developments

Please describe any developments and adaptations you foresee in the future to your overall strategy to develop transnational mobility activities.

If you are applying on behalf of a consortium, the answers given should include information about each member of the consortium.

[Redacted area for describing future developments]

How many mobilities are you planning to realize in the coming call years up to 2020 using Erasmus+ funding?

	Learners	Staff
First year (2018)		
Second year (2019)		
Third year (2020)		
Total		

Please state the proportion of the mobility that you intend to cover with Erasmus+ funds and the proportion to be covered by other national mobility schemes or own funds.

[Redacted area for stating the proportion of mobility funding]

Sample





### G. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official application form for Accreditation.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- you have chosen the correct National Agency of the country in which your consortium is based.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application. (Please annex a copy of the signature page of the application form, with the signature.)
  - For consortium applications, signed agreement between each member and the consortium coordinator specifying roles and responsibilities as defined in the Call for VET Mobility Charter.
  - Each organisation's "European Internationalisation Strategy".
  - Organisational diagrams where relevant.
- you are complying with the deadline.
- you have saved or printed the copy of the completed form for yourself.

Sample



## H. Data Protection Notice

### PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if selected and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

[http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-efoms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-efoms-privacy_en.htm)

Sample



## I. Declaration of Honour

I, the undersigned, certify that the information contained in this application is correct and complete;

I, the undersigned, certify that the applicant(s) is (are) not in one of the situations which would exclude them from participating in the Award Procedure for the Erasmus + VET Mobility Charter;

- declare that none of the statements about the applicant (members of the consortium) is(are) right:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) or persons having power of representation have been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

c) has been guilty of grave professional misconduct proven by any means which the Commission can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the action is to be implemented;

e) or persons having power of representation have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

f) is subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another (grant) award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.

- declare that the natural persons with power of representation, decision-making or control (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;

- declare that the applicant (members of the consortium):

g) has (have) no conflict of interests in connection with the Award Procedure for the Erasmus + VET Mobility Charter; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the Commission without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;

i) provided accurate, sincere and complete information within the context of this award procedure and that they are not guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the award procedure or fail to supply this information;

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, (or affiliated entities where applicable), who are guilty of misrepresentation.

In case of award of the Erasmus + VET Mobility Charter, at the subsequent stage of funding request, the following evidence shall be provided upon request and within the time limit set by the Commission (in accordance with art.197 Rules of Application (of Financial Regulation), the Responsible Authorising Officer may, depending on a risk assessment, request that successful applicants provide the evidence of their complying with the exclusion criteria):



For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the applicant is a legal person and the national legislation of the country in which the applicant is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the applicant.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the applicant is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the Commission.

I declare that the applicant(s) is (are) fully eligible in accordance with the criteria set out in the Award Procedure for the Erasmus + VET Mobility Charter.

I certify that the applicant(s) has (have) the financial and operational capacity to carry out the proposed action.

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicant(s) found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded the Erasmus + VET Mobility Charter, the applicant(s) accept the general conditions as laid down in the Call for Erasmus + VET Mobility Charter publicly available.

Your reply to the Award Procedure for the Erasmus + VET Mobility Charter application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the National Agency and Commission. Details concerning the processing of your personal data are available on the privacy statement at the page: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))+



Erasmus+

Application Form for Accreditation

Call: 2017

KA1 - Learning Mobility of Individuals

KA109 - Vocational Education and Training Mobility Charter

Form Version: 4.02

Place:	Date (dd-mm-yyyy):
The undersigned:	
Name of the applicant organisation:	
Last name, first name:	
Title or position [in the consortium]:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Sample

Form hash code: 83D89CAE84055185

EN

Form has not been submitted yet





## K. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

### K.1. Data Validation

Validation of compulsory fields and rules

### K.2. Standard Submission Procedure

Online submission (requires internet connection)

### K.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

### K.4. Submission Summary

This form has not been submitted yet.

### K.5. Form Printing

Print the entire form

Sample