



2016.gada konkurss

Pieteikuma sagatavošana –
Profesionālās izglītības un mācību
mobilitātes harta, 2016-2020
(VET Mobility Charter)
VIAA, 30.03.2016.



Valsts izglītības
attīstības aģentūra

VET Hartas pieteikuma veidlapa

- Konkursa identifikācijas numurs - **EAC/A01/2015**
- VET Hartas aktivitātes kods – KA109
- **VET Hartas 2016.gada konkursa on-line veidlapa pieejama VIAA mājas lapā:**

[Erasmus+ -> Prof.izgl.&māc.mob. Harta -> Dokumenti un veidlapas](#)

- Pieteikuma veidlapa vispirms jā saglabā datorā, pēc tam var sākt to aizpildīt!
- Pieteikuma veidlapa jā aizpilda latviešu valodā!
- Projektu pieteikumu iesniegšanas (*on-line*) termiņš – **2016.gada 19.maijs (plkst. 12.00)** pēc Briseles laika)



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E-veidlapas aizpildīšanas vadlīnijas

- Eiropas Komisija ir sagatavojusi un publicējusi:

- Detalizētu VET Hartas pieteikuma saturiskās sagatavošanas instrukciju:

http://ec.europa.eu/education/calls/a01-2015/instructions_en.pdf

- Erasmus+ decentralizēto aktivitāšu e-veidlapu aizpildīšanas tehniskās vadlīnijas:

http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide_en.pdf



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Pieteikuma veidlapas sadaļas (1)

- A. General Information about the e-form
- B. Context (e-form deadline, language)
- B.1. National Agency of the Applicant Organisation:
jāizvēlas - LV01 (LATVIJA)

- **C. Applicant Organisation**

- C.1. Profile
- C.2. Consortium:

ja izvēlēsieties “jā”, būs pieejamas sadaļas C.6, C.7 konsorcija partneru informācijas aizpildīšanai; iespēja pievienot arī papildu konsorcija dalībniekus



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Pieteikuma veidlapas sadaļas (2)

C.3. Background and Experience:

- briefly **present your organisation**, including information on its aims, target groups, regular activities and other relevant aspects
- the **activities and experience of your organisation** in the areas relevant to **future** participation in the **Erasmus+** programme
- **human resources** of your organisation, 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
- In case you are applying on behalf of a **national mobility consortium**, show **how you intend to cooperate** with the other partners
- Does your **organisation** have its **own funds** to carry out mobility activities?
- If your organisation has its **own funds**, **how are these funds used?** (number of activities implemented and participants sent)



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Pieteikuma veidlapas sadaļas (3)

- C.4. Legal Representative
- C.5. Contact Person
- ***N.B. ja C.2. izvēlēsieties “jā”, būs pieejamas sadaļas C.6, C.7 konsorcija partneru informācijas aizpildīšanai; iespēja pievienot arī papildu konsorcija dalībniekus***

Pieteikuma veidlapas sadaļas (4)

- **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** – obligātais pieteikuma pielikums (*N.B. jābūt dibinātāja saskaņotai!*)

- **Please describe in an attached document** your organisation's European Internationalisation Strategy*

**If you are applying on behalf of a consortium, there should be a European Internationalisation Strategy attached for each partner*



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Materiāli Internac./str. sagatavošanai!

- Institūcijas Eiropas Internacionalizācijas stratēģija
- Jāpievieno VET Hartas pieteikumam (skatīt VET Hartas pieteikuma D sadaļu)
- **N.B. Iesniegtajai institūcijas Eiropas Internacionalizācijas stratēģijai jābūt saskaņotai ar institūcijas dibinātāju!**
- **Informatīvi materiāli, citu valstu piemēri (EE, FI, LT, LV):**
- Erasmus+ **starptautiskā mācību semināra „Profesionālās izglītības iestādes internacionalizācijas stratēģijas izstrāde un īstenošana” materiāli** (skatīt 15/03/2016 (Rīga, LV)):

http://viaa.gov.lv/lat/ek_izgl_programmas_iniciativas/erasmus_plus/erasmus_info_sem/?year=2016

- Somija - www.cimo.fi
- Nīderlande – www.erasmusplusvet.nl

Pieteikuma veidlapas sadaļas (5)

- **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 (2007-2013) and/or Erasmus+
 - **how many mobility projects** funded by the **European Union** has your organisation carried out in the **last 5 years**?
 - what is the **average number of participants involved per year** in these mobility activities?
 - 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. If your organisation has experience in other types of mobility activities, describe them, too.



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Pieteikuma veidlapas sadaļas (6)

- **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**? Also stipulate possible changes and developments to your future practices
- **E.2.2. Practical Arrangements**
 - How are the **practical and logistic matters** addressed in mobility activities carried out by your organisation? Also stipulate possible changes and developments to your future practices



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Pieteikuma veidlapas sadaļas (7)

- **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**? Also stipulate possible changes and developments to your future practices
- **E.2.4. Preparation of Participants**
 - Which kind of **preparation** is offered to participants? Are these preparatory **activities tailor made** for vocational and occupational needs? Are the **host partners involved** in this preparation? Also stipulate possible changes and developments to your future practices



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Pieteikuma veidlapas sadaļas (8)

- 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**? Also stipulate possible changes and developments to your future practices

Pieteikuma veidlapas sadaļas (9)

- **E.2.7. Mentoring and Support**

- **Which measures** are put in place in order to support the participants during their mobility activity? 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? Also stipulate possible changes and developments to your future practices



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Pieteikuma veidlapas sadaļas (10)

- 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
- **N.B. Noderīgs VIAA sagatavots materiāls** (VIAA mājas lapā):

[ECVET un ģeogrāfiskā mobilitāte](#)

- **ECVET sadaļa** VIAA mājas lapā:

[Erasmus+ -> ECVET aktivitāte](#)



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Pieteikuma veidlapas sadaļas (11)

- **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? Also stipulate possible changes and developments to your future practices



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Pieteikuma veidlapas sadaļas (12)

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



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Pieteikuma veidlapas sadaļas (13)

• F. Future Developments

- Describe your **long term strategy** and 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
- State approximately **how many participants you plan to send yearly over the next 5 years**. In addition, please break these figures down to show proportionately how many **VET learners** and **VET staff** are involved and also 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**
- **How many VET mobilities** are you planning to realize in the **coming five Call years (2017-2021)** using **Erasmus+** funding (learners & staff)?



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Pieteikuma veidlapas sadaļas (14)

- **G. Checklist**
- **N.B.** Pirms pieteikuma iesniegšanas, **lūdzu, pārbaudiet**, vai visas nepieciešamās sadaļas ir aizpildītas, obligātie dokumenti pievienoti, utt.
- **H. Data Protection Notice**
- **I. Declaration of Honour** – jābūt pievienotai ieskenētai – parakstītai, datētai!
- **J. Annexes** – pārlicinieties, vai pievienoti visi obligātie pielikumi!
- **K. Submission** (on-line; līdz **19/05/2016 pl.12** (Briseles laiks))

Aizpildītās e-veidlapas pārbaudīšana

- **Pirms** pieteikuma e-veidlapas iesniegšanas to noteikti **vēlreiz pārbaudiet**:
 - E-veidlapas **G.sadaļa** – **“Checklist”**
- **Saglabāriet** savā datorā aizpildītās pieteikuma veidlapas **pēdējo versiju!**

Valsts izglītības attīstības aģentūra (VIAA)

Sekoiet mūsu aktualitātēm:

- Twitter: [@VIAA_LV](https://twitter.com/VIAA_LV)
- Flickr: [VIAA konts](#)
- un piesakieties **VIAA mājas lapas iknedēļas jaunumu saņemšanai e-pastā:**

<http://viaa.gov.lv/lat/komunikacija/newsletter/>



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Antra Meņģele,

VIAA ES Izglītības programmu departamenta
Programmu vadības nodaļas vadītāja

E-pasts: antra.mengele@viaa.gov.lv

Paldies par Jūsu uzmanību!