



# 2018.gada konkurss

## Pieteikuma sagatavošana – Profesionālās izglītības un mācību mobilitātes harta, 2018-2020 (*VET Mobility Charter*) VIAA, 09.03.2018.



# VET Hartas pieteikuma veidlapa

- Konkursa identifikācijas numurs - **EAC/A06/2017**
- VET Hartas aktivitātes kods – KA109
- **VET Hartas 2018.gada konkursa tiešsaistes veidlapa būs pieejama VIAA mājas lapā:**

Erasmus+ -> Prof. izgl. Harta -> Dokumenti un veidlapas  
2018

- Pieteikuma veidlapa **jāaizpilda latviešu valodā!**
- Projektu pieteikumu iesniegšanas (*on-line*) termiņš – **2018.gada 17.maijs (plkst. 12.00 pēc Briseles laika)**



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# Tiešsaistes veidlapas aizpildīšanas vadlīnijas

- Eiropas Komisija ir sagatavojusi un publicējusi:
  - Detalizētu VET Hartas **pieteikuma saturiskās sagatavošanas instrukciju:**

[http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/eac-a06-instructions\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/eac-a06-instructions_en.pdf)



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# Pieteikuma veidlapas sadaļas (1)

- Guidelines (general Information about the e-form)
- Context (e-form deadline, language, National Agency of the Applicant Organisation:

**jāizvēlas - LV01 (Latvija))**

- **Participating Organisation**
- **Consortium:**

*ja izvēlēties “jā”, būs pieejamas papildus sadaļas konsorcija partneru informācijas aizpildīšanai; iespēja pievienot arī papildu konsorcija dalībniekus*

- **Profile (PIC, Legal Representative, Contact Person)**



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# Pieteikuma veidlapas sadaļas (2)

## 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 (*consortium*)
- **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 (*consortium*)
- In case you are applying on behalf of a **national mobility consortium**, show **how you intend to cooperate** with the other partners
- If the organisation has been awarded a **previous accreditation** (i.e. LDV Mobility Certificate), please enter its reference code.
- 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)

- **Internationalisation Strategy**

- 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 by building on past experiences

obligātais pieteikuma pielikums (**N.B. jābūt iestādes 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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# Pieteikuma veidlapas sadaļas (4)

- **Past Activities** *(If you are applying on behalf of a consortium, the answers given should include information about each member of the consortium.)*
  - please provide information about **the last three VET mobility projects** that your organisation has completed **under the Lifelong learning Programme and/or Erasmus+** (project number, title)
  - what was the **average number of participants involved per year?**
  - describe **the activity type and the target group** of the activities mentioned above. Summarise the main **outcomes** of the past mobility activities, 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, please describe them.



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# Pieteikuma veidlapas sadaļas (5)

- **Project Management** *(include information about each member of the consortium)*
  - 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 and recognition modalities)
  - 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.)



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# Pieteikuma veidlapas sadaļas (6)

- **Participants** *(include information about each member of the consortium)*
- **Practical Arrangements, Selection and Preparation of Participants**
  - What are the **procedures for selecting** participants in mobility activities? How will you ensure an **open and transparent recruitment process**?
  - Which kind of **preparation** is offered to participants? Are the **host partners involved** in this preparation?
  - Does your organisation involve or plan to involve participants who face situations that make their participation in the activities more difficult?



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# Pieteikuma veidlapas sadaļas (7)

- **Monitoring and Support**
  - 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**?
  - **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 or an accompanying person)



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# Pieteikuma veidlapas sadaļas (8)

- **Outcomes** (*include information about each member of the consortium*)
- **Learning outcomes**
  - How are the **learning agreements** with participants drafted and managed?
  - Which **European or national instruments/certificates** are used to **recognise** and/or **validate** the **learning outcomes** of participants?
  - What are the **assessment procedures** to ensure the validation and recognition of the learning outcomes of the participants?
  - Is the non-formal and informal experience also recognized? If yes, how?



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# Pieteikuma veidlapas sadaļas (9)

- 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
- Noderīgs VIAA sagatavots materiāls:  
[ECVET un ģeogrāfiskā mobilitāte](#)
- ECVET sadaļa VIAA mājas lapā:  
[Erasmus+ -> ECVET aktivitāte](#)
- <http://www.ecvet-toolkit.eu/>



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# Pieteikuma veidlapas sadaļas (10)

- **Achievements**

- 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?

- **Follow-up** (*include information about each member of the consortium*)

- Where relevant, please also describe possible changes and developments in your future practices.

- **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?



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# Pieteikuma veidlapas sadaļas (11)

- **Impact**

- 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

- **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 (12)

- **Future Developments** (*include information about each member of the consortium*)
  - **How many mobilities** do you plan implement in the future years using funding granted under the VET Mobility Charter (*tabula jāaizpilda par 5 gadiem*)
  - In case you are also planning to organise mobilities funded by other national mobility schemes or own funds, please provide information about the sources of funding and the number of planned mobilities



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# Pieteikuma veidlapas sadaļas (13)

- Annexes
- **Declaration of Honour** – jābūt pievienotai ieskenētai – amatpersonas parakstītai, datētai, zīmogotai! levērojiēt noteikto konsorcijiem!
- **European Internationalisation Strategy** - levērojiēt noteikto konsorcijiem!
- **Checklist**
- **N.B.** Pirms pieteikuma iesniegšanas, lūdzu, pārbaudiet, vai visas nepieciešamās sadaļas ir aizpildītas, obligātie dokumenti pievienoti, utt.
- **Data Protection Notice**



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# Valsts izglītības attīstības aģentūra (VIAA)

- Piesakieties **VIAA mājas lapas** iknedēļas **jaunumu saņemšanai e-pastā:**

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

- Sekojiet **VIAA aktualitātēm:**

- [Twitter](#)
- [Facebook](#)
- [Flickr](#)
- [YouTube](#)



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**Dace Straume,**  
VIAA ES Izglītības programmu departamenta  
Skolu un pieaugušo mobilitātes nodaļas  
vecākā programmas speciāliste

E-pasts: [dace.straume@viaa.gov.lv](mailto:dace.straume@viaa.gov.lv)



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