Programme	**LIFELONG LEARNING**
Subprogramme	**COMENIUS**
Action Category	**MOBILITY**
Action	**COMENIUS In-Service Training for Teachers and other Educational Staff (IST)**
Objectives and description of the action	The objective of this Action is to help improve the quality of school education by enabling staff to undertake training in a country other than that in which they normally work or live. In this way, participants are encouraged to improve their practical teaching/coaching/counselling/ management skills and knowledge, and to gain a broader understanding of school education in Europe. The training activity must have a strong European focus in terms of subject matter and the profile of trainers and participants. The training must in all cases take place in another country participating in the Lifelong Learning Programme and it must take the form of: • a structured professional development course for school education staff with a strong European focus in terms of subject matter and profile of trainers and participants, lasting at least 5 working days, or • a placement or observation period (e.g. "job shadowing") in a school, in industry or in a relevant organisation involved in school education (e.g. NGO, public authority), or • participation in a European conference or a seminar organised by an ongoing or former Comenius Multilateral Network, Comenius Multilateral Project, an Accompanying Measures project, a National Agency or a representative European association active in the field of school education (excluding "Comenius Contact Seminars") where this is considered conducive to achieving the objectives mentioned above. The training for which grants are awarded must relate to the candidate's professional activities in any aspect of school education, for example: - Practical teaching skills, techniques and methodologies - The content and delivery of school education - The management of school education - The system/policy level of school education The training should provide teachers with learning and teaching methodologies. For foreign language teachers, the training normally takes place in a country where the target language is spoken and taught. Participants in "pure language" courses (courses aimed exclusively at developing competence on a foreign language) are eligible for a Comenius grant only in the cases specified in the section 'Specific eligibility rules' below. Job-shadowing should enable the applicant to improve his or her professional competences through a period of observation of, and interaction with, other professionals at work in a different country and to experience another culture and another workplace at first-hand. Job-shadowers normally follow the host professionals throughout their working day, undertaking structured observations of, and reflections on the content of the job, the challenges faced, the competences used, the school/company culture, etc. Job shadowing can also involve interviews, carrying out professional activities (e.g. teaching), participation in daily meetings, etc. A programme of job-shadowing is to be agreed mutually by the applicant and the host institution, based upon the professional competences that the applicant needs to practice and develop. Grants are only awarded for participation in training which is suitable for achieving the applicant's demonstrated in-service training objectives and which complies with the necessary quality criteria (e.g. appropriate to general Comenius objectives, European dimension and added value compared to training in the applicant's home country). An on-line database of training activities, known as the Comenius-Grundtvig Training Database, is available to help applicants identify training which is eligible for funding under this action and which best meets their training needs: http://ec.europa.eu/education/trainingdatabase/ However, applicants may also choose a training course which is not listed in the database, provided that it meets the necessary criteria. This will be determined by the relevant National Agency. Choosing a training event from the database does not guarantee being awarded an IST grant.
Who can benefit	School education staff (teaching and non-teaching), also unemployed teachers and teachers re-entering the profession after a period away from teaching. Persons engaged in the training of teachers.
Who can apply	Individuals, normally through their home institution (please note the specific types of schools described in the introductory part of the Comenius chapter of Part II of this guide), but where no such home institution exists (in the case of former or unemployed teachers), the application may be submitted directly to the relevant National Agency.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. European priority points will be awarded to applications for attending training events resulting from previous Socrates projects or LLP Multilateral projects or Networks.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency. In case the applicant works in a country other than that in which he/she is resident, the application must be sent to the National Agency in the country in which the applicant works.

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	16 January 2013 30 April 2013 17 September 2013
Duration	
Minimum Duration:	1 day
Maximum Duration:	6 weeks
Comment on Duration:	Round 1: for 16/01/2013 training activities must start on or after 1 May 2013 Round 2: for 30/04/2013 training activities must start on or after 1 September 2013 Round 3: for 17/09/2013 training activities must start on or after 1 January 2014 Training events must start by 30 April 2014 at the latest. The individual National Agencies may also set end dates for the above training periods. Please consult your National Agency's website for information.
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	The main grant is for travel and subsistence. Course, conference or seminar fees: A contribution may be granted on the basis of real costs. Please consult your National Agency's website for information on the maximum amount. Linguistic preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills.)
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures **Eligibility Criteria** **General eligibility rules:** The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	1. Individual applicants must be either: - a national of a country participating in the Lifelong Learning Programme; - a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to the relevant National Agency website). 2. The course/conference organiser must come from and be located in a country participating in the LLP. 3. The IST event applied for takes place in a country participating in the LLP in which the applicant is not a resident, and which is different from the one where the applicant works. 4. School education staff categories eligible for a Comenius IST grant: - Teachers (including those in pre-school and vocational education) and the trainers of such teachers - Head teachers and school managerial/administrative staff - Staff involved in intercultural education or working with children of migrant workers and travellers - Staff working with pupils with special education needs - Staff working with pupils at risk, such as mediators and street educators - Counsellors or careers advisors - Inspectors - Former and unemployed teachers re-entering the profession after a period away from teaching - Other education staff at the discretion of national authorities

	5. The following education staff members are eligible for a grant for "pure language" training: - A school teacher requesting training in a less widely used and less taught language - A teacher teaching another subject in school through the medium of a foreign language (CLIL) - A school teacher retraining as a foreign language teacher - A primary or pre-primary teacher who is (or will be) required to teach foreign languages - School staff participating in a Comenius Partnership and requesting training in a Partnership language - Individual Pupil Mobility mentors and contact teachers requesting training in a language necessary for implementing the pupil mobilities For the participation of individuals working in specific types of schools, please refer to the introductory part of the Comenius Chapter in Part II of this Guide. Please verify with the National Agency to which you will apply if any additional national requirements exist.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	**1. European added value**
	The training activity abroad has a greater potential value than similar training in the applicant's home country and it is clearly demonstrated that the applicant will benefit from this experience in terms of professional and personal development. Use of Europass Mobility is recommended.
	2. Content and duration
	The content of the training activity is related to the applicant's professional activity and compatible with the objectives of the Comenius programme. If the activity is not related to the applicant's professional activity or is not compatible with the objectives of the Comenius programme, the application will be rejected. The programme for the mobility action is clear and reasonable; its duration is realistic and coherent with the foreseen activities. The applicant provides a convincing explanation of his/her linguistic capacity to benefit from the training and of the preparatory activities that he/she intends to undertake.
	3. Impact and relevance
	There is a clear match between the training selected and the applicant's training needs. It can be expected to have a positive impact on his/her personal and professional development and his/her institution.
	4. Dissemination of results
	The dissemination activities are relevant and well defined. The dissemination plan clearly demonstrates the applicant's approach to communicate effectively the results of the foreseen training activity, so as to maximise its impact on the applicant’s own institution.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	Not applicable