Programme	**LIFELONG LEARNING**
Subprogramme	**LEONARDO DA VINCI**
Action Category	**MOBILITY**
Action	**LEONARDO DA VINCI IVT (Initial Vocational Training)**
Objectives and description of the action	The action aims at the support of transnational mobility of persons undergoing initial vocational education and training and is divided into two sub-groups: A. Mobility of apprentices B. Mobility of persons in school-based initial vocational training An Aprenticeship is defined as a vocational training scheme based on alternate learning in which the learning/training takes place at the workplace (enterprise) as well as in school. The enterprise plays an active role/has responsibility in the set-up of the training programme as well as in the decision if a person can leave on mobility; there is not necessarily a contractual link between apprentice and enterprise. Given the differences of initial vocational training schemes in the participating countries, the exact coverage of the two groups will be defined at national level and published on the NA web-site. The general objectives of this mobility action within the Leonardo da Vinci sectoral programme are: • To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European Labour Market. • To enhance the attractiveness of vocational education and training and mobility for individuals and to facilitate the mobility of working trainees. A transnational mobility in initial vocational training consists in a **training placement** for a period of vocational training and/or work experience undertaken by an individual participant (apprentice, pupil, trainee, etc in IVT) in an enterprise or a training institution in another participating country. In case the training placement is done in a training institution, the link to the practical experience and to the training needs of the participant shall be clearly defined. Individual participants will receive their grant within a mobility project organised by a coordinating organisation. **Individuals cannot directly apply** for a grant to National Agencies. Within the project, **co-operation** will exists between the sending institution and the host organisations, such as training institutions, VET schools or enterprises. Their respective roles and involvement in the different steps for implementation of the mobility activities have to be clearly defined, especially in case Intermediary organisations are participating. Their quality can be assessed on the basis of past performance and the satisfaction of the beneficiary and participants in previous projects. In the case of **apprentices mobility**, good-quality intermediary bodies are very important to support and simplify participation of SME as sending or hosting organisation and to bridge the gap between the world of education and the world of enterprises. Competent intermediary bodies are all public or semi-public organisations and interest groups having the mission of supporting the business or training sector in their E&T activities; examples of such bodies are chambers of craft; chambers of commerce, business representation/federations, unions; labour offices. Applications are submitted to the National Agency of the sending country (country of the applicant organisation) and can only cover **outgoing mobility**, i.e. individual participants residing and/or enrolled in the country of application moving to another participating country. The beneficiary of the project grant, generally the coordinating institution, will have to ensure that the partners of this co-operation, including the intermediaries, meet the principles contained in the **Quality Commitment** (http://ec.europa.eu/education/leonardo-da-vinci/initial_en.htm): • Clear description of objectives, needs, expected learning outcomes, content and duration of the training period abroad • The placement is an integral part of the vocational training course • Clear match between the training needs of the individual beneficiary, his training curriculum, the qualification to be achieved and the content of the placement (traineeship) • Individual, linguistic and cultural preparation of the individual beneficiaries is ensured • Pedagogical monitoring of the individual beneficiaries is ensured (tutoring and mentoring in cooperation between sending and host organisation, follow-up of learning agreement) • Validation of the competences and learning outcomes acquired by the individual beneficiary and assessment of the general outcome within the specific vocational training field (use of Europass Mobility on request, use of ECVET, when applicable) • Logistic support to individual beneficiary (travel, accommodation, host organisation) • Dissemination activities are foreseen
Who can benefit	Trainees in initial vocational training (apprentices, pupils in vocational training, trainees except in higher education).
Who can apply	• Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme; • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; • Enterprises, social partners and other representatives of working life, including chambers of

	commerce and other trade organisations; • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning; • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; • Research centres and bodies concerned with lifelong learning issues; • Higher education institutions; • Non-profit organisations, voluntary bodies, NGOs • With a view to promoting the quality and increasing the volume of mobility for trainees in initial vocational training, proposals by Leonardo da Vinci Mobility Consortia will be encouraged. Consortia will typically consist of groups of VET providers in the sending country working together with relevant partners to send learners abroad. Consortia partners may include VET schools, companies, sectoral associations, regional and local authorities and Chambers of Commerce and Industry and Skilled Crafts
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. Consult also the NA website for national priorities!
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	01 February 2013
Duration	
Minimum Duration:	2 weeks for individual placement, but check also NA website
Maximum Duration:	39 weeks for individual placement
Comment on Duration:	Project Duration max 2 years
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	For participants: Subsistence, Travel, Preparation costs For organisations: Management costs
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:	Applications must be submitted by bodies which are legal entities.
	• The mobility is taking place in a country participating in the LLP in which the participant is not a resident. • Are not eligible as host organisations: - EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm); - organisations managing EU programmes (in order to avoid possible conflict of interests and/or double funding); - national diplomatic representations (embassy and consulate) of the home country of the participant due to the requirement of transnationality. • For the definition of "apprentices" in your country please consult the NA web-site
Minimum number of Countries:	2
Minimum number of Partners:	2
Comment on participants:	• An individual can only profit once from a Leonardo funding for placement in IVT. • The participants must be - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools or institutions of vocational training in a participating country, or 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 relevant National Agency website).
Award criteria	**1. Quality of the work programme**
	The objectives are clear, realistic and address a relevant need. The work programme is appropriate to achieving the objectives; the work programme defines and distributes tasks/activities among the partners in such a way that the quality of the experience acquired by the individual is ensured.
	2. European added value

	The training activity abroad will have 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(active citizenship), intercultural and language competences. Use of Europass Mobility is foreseen. Use of ECVET is foreseen in case it is already or developed in parallel for the qualification/the training/the sector/the profession. The testing of ECVET is encouraged.
	3. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	4. Impact and relevance
	There is a clear match between the training selected and the applicant's training needs. The training may be expected to have a significant impact on the personal and professional competences of the applicant.
	5. Quality of the Valorisation plan (dissemination and exploitation of results)
	The valorisation plan of the applicant organisation clearly demonstrates the intention to disseminate within the sending organisations the results of and lessons to be derived from the training activities foreseen and good practice identified.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	May
Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	June