Programme	**LIFELONG LEARNING**
Subprogramme	**LEONARDO DA VINCI**
Action Category	**MOBILITY**
Action	**LEONARDO DA VINCI VETPRO (VET Professionals)**
Objectives and description of the action	The action aims at the support of transnational mobility of persons responsible for vocational training and/or human resources. The general objectives of this mobility action within 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 support improvements in quality and innovation in vocational education and training systems, institutions and practices. A Mobility project for Professionals in Vocational Education and Training focuses on the transfer, improvement and update of competences and/or of innovative methods and practices in the field of vocational training. Individual trainers, teachers or other persons responsible for Vocational training issues will **exchange experiences** with their counterparts in other countries with the aim of mutual learning. It can also cover vocational language learning of professionals (VOLL). **Individual participants** will receive their grants within a mobility project organised by a coordinating organisation. They **cannot directly apply** for a grant to National Agencies. Within the project, **co-operation** exists between training institutions and/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. 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 employed in the country of application moving to another participating country. The beneficiary of the project grant, generally the coordinating institution, has to ensure that the quality criteria are met such as: • Clear description of objectives, content and durations of the period abroad • Clear match between the training needs of the individual beneficiary reflected against his professional background and the content of the traineeship • If necessary, ensure preparation of the individual beneficiary • Validation of the competences acquired by the individual beneficiary and evaluation of the general outcome within the specific vocational training field • Ensure organisational aspects of the mobility • Ensure dissemination activities
Who can benefit	Professionals in vocational education and training (such as teachers, trainers, vocational training staff, guidance counsellors, those responsible for training establishments, for training planning, occupational guidance within enterprises, human resource managers in enterprises,...).
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
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:	1 week for individual placement (must cover 5 full working days)
Maximum Duration:	6 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 cost
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.
Minimum number of Countries:	2
Minimum number of Partners:	2
Comment on participants:	• Priority will be given to first time participation. Repeated participation must be duly justified (for example new needs, new content) • The participants 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 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; it defines and distributes tasks/activities among the partners in such a way that the quality of the experience acquired by the participants is ensured.
	2. European added value
	The exchange of experience with European counterparts will provide clear added value for the participants and their organisations. Use of Europass Mobility is foreseen.
	3. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	4. Impact and relevance
	The expected impact will be of value both for the beneficiaries and for the specific vocational training field concerned in the country of origin of the participants.
	5. Quality of the valorisation plan (dissemination and exploitation of results)
	The dissemination and exploitation activities envisaged are relevant and well defined and will have a significant positive impact on the beneficiaries' organisations.

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