Programme	**LIFELONG LEARNING**
Subprogramme	**KA1 POLICY**
Action Category	**MOBILITY**
Action	**KA1 Study Visits for Education and Vocational Training Specialists and Decision-makers**
Objectives and description of the action	The objective of this action is to support policy development and cooperation at European level in lifelong learning, notably in the context of the new strategic framework for cooperation in the field of education and training (E&T 2020), as well as the Bologna and Copenhagen processes and their successors. The focus of this action is to promote a peer learning culture, i.e. observation, exchange and mutual learning on experiences of common interest at the EU level. It encourages discussion of relevant themes and develops quality approaches and transparency of education and training systems. Special attention will be paid to peer learning study visits for high level policy and decision makers. Up to 10 % of the total budget available may be set aside for this type of study visits. A study visit is a short-term visit of three to five days for a small group (8-15 people) of specialists and decision makers representing various groups of education and vocational training stakeholders with the purpose of examining a particular aspect of lifelong learning in another participating country. The visits are organised locally or regionally under the coordination at the national level by the National agency and at the European level by Cedefop on behalf of the Commission. For each call a framework of themes is defined following the priorities agreed by the Lifelong Learning Programme Committee; however, the national authorities can choose topics according to their national priorities. Study visits will examine the themes from: • a general education perspective, • a vocational education and training perspective, • a comprehensive lifelong learning perspective. Furthermore, during the study visits participants have an opportunity to establish professional contacts that might potentially be used for developing new projects and creating networks. For more information please visit the study visits programme website http://studyvisits.cedefop.europa.eu.
Who can benefit	The programme of study visits addresses to decision and policy makers and persons, who, by their professional activities, are well placed to act as multipliers of learning and innovation, such as: • representatives of local, regional and national authorities; • directors of education and vocational training institutions, centres or providers; guidance centres; validation or accreditation centres; • heads of departments; • teacher trainers; • educational and vocational training inspectors; • representatives of education and training networks and associations; • pedagogical or guidance advisers; • representatives of educational services, labour offices or guidance centres; • human resource managers and company training managers; owners/managers of SMEs; • representatives of chambers of commerce/ industry/crafts; of employers' organisations and of trade unions; • researchers
Who can apply	Individuals
PRIORITIES	The priorities for this Action, as they are also referred to in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013, are as follows: 1. Encourage cooperation between the worlds of education, training and work; 2. Support initial and continuous training of teachers, trainers and education and training institutions' managers; 3. Promote the acquisition of key competences throughout the education and training system; 4. Promote social inclusion and gender equality in education and training, including the integration of migrants; 5. Develop strategies for lifelong learning and mobility.
HOW TO APPLY	Decentralised, application to be submitted online on the Cedefop study visits website (http://studyvisits.cedefop.europa.eu). After receiving an acknowledgement of receipt and a code, the application should be printed out, signed and sent to the relevant National Agency respecting the deadline.
Please consult the relevant National Agency for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Round 1 (visits September 2013 – February 2014): 28 March 2013 Round 2 (visits March – June 2014): 15 October 2013

Duration	
Minimum Duration:	3 days
Maximum Duration:	5 days
Comment on Duration:	
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	
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 may be submitted by individual applicants. They must be submitted to the NA of the applicant's country of residence. The applicant applies for a study visit in a country participating in the LLP in which the applicant is not living or working. The applicant identifies himself/herself as belonging to one of the target groups as stated in the LLP Decision. The applicant has not participated in the Study visits programme under the Calls 2011 and 2012.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	**1. Content and duration**
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Quality of the valorisation plan (dissemination and exploitation of results)
	The likely multiplier capacity of the trained person and/or his/her institution is clear and well defined, and is accompanied by a commitment to disseminate the results of the training activity.
	3. European added value
	The applicant demonstrates the potential of participation in the activity to contribute to exchange, cooperation and innovation in education and vocational training policies in Europe
	4. Impact and relevance
	The applicant makes a clear link between his/her professional activities and the activities of his/her home institution and the content of the study visit foreseen.

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	September 2013