

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Visits and Exchanges for Adult Education Staff (VIS)
Objectives and description of the action	<p>The objective of this Action is to help improve the quality of adult learning in the broadest sense - formal, non-formal or informal - by enabling present or future staff working in this field, or persons who are engaged in the in-service training of such staff, to undertake a work-related visit to a country participating in the Lifelong Learning programme (LLP) other than that in which they normally live or work. In this way, participants are encouraged to gain a broader understanding of adult learning in Europe and, depending on the purpose of the visit, to improve their practical teaching / coaching / counselling / management skills and/or support the work of the host organisation by providing expertise in the area of teaching, management or other related activities.</p> <p>The visits may be carried out singly or, where this is appropriate for the visit concerned, in small groups (in the latter case, a separate application must be submitted for each participant). They may be uni-directional or carried out as part of an exchange between organisations. Where appropriate, one grant may cover visits to several organisations.</p> <p>Note: i.) While visits of this kind may, as a desirable side-effect, give rise to future cooperation between the participant's organisation and the organisation(s) visited abroad, applications where this is the primary purpose should be submitted under the Grundtvig action "Preparatory Visits" – see the relevant page in this Guide. ii.) Grants to attend formal in-service training courses are available under the Grundtvig action "In-Service Training for Adult Education Staff" – see the relevant page in this Guide. iii.) Please note that long duration form of mobility (from 13 full weeks onwards) will normally be eligible under the Grundtvig action "Assistantships" – see the relevant page in this Guide.</p> <p>The visit activities for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning. This may, for example, have to do with:</p> <ul style="list-style-type: none"> • Carrying out a teaching assignment at an adult education organisation; • Studying aspects of adult education/learning in the host country, such as: the content and delivery of adult education (course content and teaching methodology), the methods adopted to increase access opportunities to adult learning, the management of adult learning (governance at local and regional level, administration and leadership of organisations, budgeting, quality assurance etc.), support services such as counselling and guidance, developing community-based schemes for adult learning etc.; • Studying and/or providing expertise on system/policy-related aspects of adult education including all types of strategic issues, funding models, development of indicators and benchmarking etc. • Undergoing less formal types of training for adult education staff, such as a period of "job-shadowing" (observation) in an adult education organisation or a public or non-governmental organisation involved in adult education (grants to attend formal in-service training courses are available under the "Grundtvig In-Service Training for Adult education Staff" Action - see the relevant page in this Guide); • Attending a conference or seminar, where this will have a demonstrably strong added value for the candidate and thereby for his/her organisation, including the European Conferences relating to Grundtvig Learning Partnerships and Grundtvig thematic events organised by the Commission.
Who can benefit	Present or future teachers/other staff in adult education, as defined in the "Specific eligibility rules" below.
Who can apply	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists the application may be submitted directly to the relevant National Agency.
PRIORITIES	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. There are no European priorities in 2013 for Grundtvig Visits and Exchanges for Adult Education Staff.
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):	See NA website
Duration	
Minimum Duration:	1 day (for certain activities)
Maximum Duration:	90 calendar days
Comment on Duration:	Earliest date for Visits and Exchanges: see NA website. All activities must start by 30 April 2014 at the latest.
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:	<p>Travel and subsistence costs: A contribution will be made in accordance with the provisions set out on your National Agency's website.</p> <p>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.</p> <p>Pedagogic, linguistic and cultural 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.</p> <p>Please consult the National Agency for special rules on additional funds in the case of people with special needs.</p>
<p>EVALUATION AND SELECTION PROCEDURES</p> <p>Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures</p> <p>Eligibility Criteria</p> <p>General eligibility rules:</p> <p>The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.</p> <p>Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"</p>	
Specific eligibility rules:	<p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, 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). <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> - Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal) o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities o Staff working with adults with special learning needs o Staff such as mediators and street educators working with adults at risk o Counsellors or career advisors o Staff working in local or regional authorities dealing with adult education, including the inspectorate - Persons involved in the training of adult education staff - Persons who can demonstrate a clear intention of working in adult education but who are currently in some other labour market situation (work in another field, retirement, absence from professional life due to family responsibilities, unemployment etc.), whether or not they have worked in adult education before. - Persons who have completed a qualification leading to a career in adult education and intend to start working in adult education. - Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field - Other education staff at the discretion of national authorities. <p>In the case of persons (re-)entering adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3) The organisation(s) or event(s) to be visited must be located in a country / countries participating in the LLP different from the one(s) in which the applicant is living or working. Applications must contain confirmation from the organisation(s) to be visited that they are willing to receive the visitor.</p> <p>4) The sending and/or host country must be an EU Member State, except where the purpose of the visit is to attend a conference or seminar involving participants from several European countries.</p> <p>5) Please verify with the relevant National Agency whether additional national requirements apply.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See "Who can benefit", "Who can apply" and "Specific eligibility rules" above

Award criteria	1. European added value
	The visit activity abroad will have positive effects which could not be derived from similar activity within the applicant's own country of residence/work.
	2. Content and duration
	The programme for the visit is clear and reasonable; its duration is realistic and appropriate.
	3. Impact and relevance
	It is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development (and that - where applicable - his/her organisation will benefit from the added insights / knowledge / competences obtained), and/or that the organisation(s) to be visited will benefit significantly from the expertise of the applicant.
CONTRACTING PROCEDURES	
Probable sending date of notification of 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	See NA website