

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Assistantships (ASS)
Objectives and description of the action	<p>This Action enables present or future staff involved in adult education - whether formal, non-formal or informal - to spend a period from 13 full weeks (see below) as a Grundtvig Assistant at an adult education organisation in another European country participating in the Lifelong Learning Programme (LLP), other than that in which they normally live or work.</p> <p>The objective is to give participants the opportunity to gain a better understanding of the European dimension to adult learning, to enhance their knowledge of foreign languages, other European countries and their adult education systems and to improve their professional and intercultural competences.</p> <p>The tasks to which an Assistant may contribute include:</p> <ul style="list-style-type: none"> • assisting in facilitating learning or with regard to some aspect of managing adult education • providing support for adults with special educational needs • providing information on the Assistant's country of origin and assisting in the teaching of its language • introducing or reinforcing the European dimension in the host institution • initiating, developing and assisting in the implementation of projects. <p>Assistants should be fully integrated into the host organisation's life. As the Assistantships are open to all adult education staff, the level of experience and seniority of the participants varies considerably. Depending on their specific profile, the Assistant may either:</p> <ul style="list-style-type: none"> • play a mainly ancillary role at the host organisation, assisting in various teaching or management activities; • take full responsibility for one or more courses or a particular aspect of management at the host organisation (such cases are known as Expert Assistantships). <p>Prior to submitting their application for an Assistantship, applicants must have identified the host organisation at which they wish to carry out the Assistantship. Applications must contain confirmation from this organisation that it is willing to receive the Assistant.</p> <p>Organisations wishing to host an Assistant in future years, are invited to inform the National Agency in the country where they are located.</p> <p>Assistants may carry out activities at several host organisations, either to give variety to their work or to meet particular needs of neighbouring adult learning organisations in the area.</p> <p>Assistants are selected by the National Agencies in their home country. Grundtvig Assistantship grants are not normally awarded more than once to the same person within a period of 3 years.</p>
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	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Assistantships.
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):	28 March 2013
Duration	
Minimum Duration:	13 full weeks (91 calendar days)
Maximum Duration:	45 weeks (315 calendar days)
Comment on Duration:	All activities must end by 31 July 2014
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:	The grant covers travel and subsistence costs. 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. Please consult the National Agency for special rules on additional funds in the case of Assistantship applicants with special needs.

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:	<p>.</p> <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 where the Assistantship is to be carried out must be located in a country participating in the LLP different from the one in which the Assistant is living or working. Applications must contain confirmation from the host organisation that it is willing to receive the Assistant (letter of acceptance).</p> <p>4)The sending and/or host country must be an EU Member State.</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	<p>1. European added value</p> <p>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.</p> <p>2. Content and duration</p> <p>The programme for the Assistantship is clear and reasonable; its duration is realistic and appropriate.</p> <p>3. Impact and relevance</p> <p>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.</p>
CONTRACTING PROCEDURES	
Probable sending date of notification of the results of the selection process	June
Probable sending date of agreement to the beneficiaries	June
Probable starting date of the action	August