

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG In-Service Training for Adult Education Staff (IST)
Objectives and description of the action	<p>The objective of this Action is to help improve the quality of lifelong learning by enabling persons working in the field of adult learning, in the broadest sense, or who are engaged in the in-service training of such persons, to undertake a training course in a country other than that in which they normally live or work. In this way, participants are encouraged to improve their practical teaching / coaching / counselling / management skills and to gain a broader understanding of adult learning in Europe. The course concerned must have a strong European focus in terms of the profile of trainers and participants.</p> <p>Note: Grants for more informal training such as a placement or observation period in an adult education organisation or a public or non-governmental organisation involved in adult education (job-shadowing), are available under the Grundtvig actio "Visits and Exchanges for Adult Education Staff" (see the relevant page in this Guide).</p> <p>The training for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning, whether formal, non-formal or informal. This may have to do with:</p> <ul style="list-style-type: none"> • The content and delivery of adult education, in particular course content and teaching methodology; • The accessibility of learning opportunities for adults, in particular for disadvantaged social groups; • The management of adult learning, including governance at local and regional level, administration, quality assurance, support services such as counselling and guidance, developing community-based schemes for adult learning etc.; • The system/policy-related aspects of adult education including all types of strategic issues, funding models, development of cooperation between providers in the context of learning regions, indicators and benchmarking etc. <p>Grants will only be awarded for participation in training which is suitable for achieving the applicant's demonstrated training objectives, which complies with the necessary quality criteria and which presents an added value through the European dimension of the proposed course compared with training in the applicant's home country.</p> <p>An on-line database of training activities, known as the Comenius - Grundtvig Training Database, is available to help applicants identify training which is eligible for funding under this Action and which best meets their training needs: http://ec.europa.eu/education/trainingdatabase/. However, applicants may also choose training which is not listed in the database, provided that it meets the necessary criteria. This will be determined by the relevant National Agency.</p> <p>At the website for the Comenius - Grundtvig Training Database indicated above, organisations wishing to register a course in the database will find details on how to do so.</p>
Who can benefit	Teachers and other staff working 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. European priority points will be awarded to applications for attending training events resulting from previous Socrates projects or LLP Multilateral Projects and Networks
HOW TO APPLY	Applications should be sent to the National Agency of the country where the applicant lives. In case the applicant works in a country other than that in which he/she is resident, the application must be sent to the National Agency of the country where he/she is working.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	16 January 2013 30 April 2013 17 September 2013
Duration	
Minimum Duration:	5 working days
Maximum Duration:	6 weeks
Comment on Duration:	Round 1: For the deadline of 16/01/2013 training activities must start on or after 1 May 2013. Round 2: For the deadline of 30/04/2013 training activities must start on or after 1 September 2013 Round 3: For the deadline of 17/09/2013 training activities must start on or after 1 January 2014 Training events must start by 30 April 2014 at the latest. The National Agencies may also apply end dates for the above training periods. Please consult your National Agency's website for information.

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>Course 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 or 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. (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills.)</p> <p>Please consult the National Agency for special rules on additional funds in the case of people with special needs.</p>
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>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 situations (work in another field, retirement, absence from professional life due to family responsibilities, unemployment etc.) - Persons who have completed a qualification leading to a career in adult education and intend to start a career in adult education - 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 course organiser must be an organisation located in a country participating in the LLP.</p> <p>4) The course applied for is taking place in a country participating in the LLP in which the applicant is not living or working.</p> <p>5) Grants will only be awarded for the purpose of attending "pure language courses", i.e. training aimed exclusively at developing competence in a foreign language, where the applicant fulfils at least one of the following conditions:</p> <ul style="list-style-type: none"> - the applicant is a teacher requesting training in less widely taught and less used languages (see the Glossary of terms in Part I of this Guide); - the applicant is engaged in teaching a non-language subject through the medium of a foreign language; - the applicant is re-training as a foreign language teacher; - the applicant is participating in a Grundtvig Learning Partnership and needs foreign language training for this purpose. <p>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 above
Award criteria	1. 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 personal and professional development.
	2. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate. The applicant provides a convincing explanation of his/her linguistic capacity to benefit from the training and of the preparatory activities that he/she intends to undertake to ensure the quality of the mobility.
	3. Impact and relevance
	There is a clear match between the training selected and the applicant's training needs. The training activity can be expected to have a positive impact on the professional development of the staff member concerned and on his/her institution/organisation.
	4. Dissemination of results
The dissemination plan clearly demonstrates the applicant's intention to communicate the results of the foreseen training activity. The dissemination activities are relevant and well defined.	
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