

Erasmus

GUIDA PRATICA ALLA COMPILAZIONE DEL WEBFORM PERL'ACCREDITAMENTO SETTORE EDA (KA120)



Per poter accedere al *webform* cliccare su
<https://webgate.ec.europa.eu/web-eforms/screen/home>

Inserire credenziali *EU Login* valide

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Opportunities

My Applications

All Applications

Translations

Dashboard

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can browse applications by field of opportunity or key action.

Before starting your application, please check if your organisation has a unique Organisation ID that is required to participate in Erasmus+ actions managed by National Agencies. You can search for your Organisation ID or register a new organisation using the Erasmus+ and European Solidarity Corps platform: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: <https://eacea.ec.europa.eu/homepage>

Accreditations



Youth



School Education



Vocational Education and Training



Adult Education

- ✓ Cliccare prima su «Opportunities»
- ✓ poi scorrere fino a raggiungere la sezione “Accreditations”
- ✓ quindi cliccare sul settore «Adult Education»

Opportunities / Opportunities by accreditation

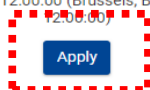


© shutterstock.com

Erasmus accreditation in the field of Adult Education (KA120-ADU)

This is a preparatory call for the future programme (2021-2027). Successful applicants for Erasmus accreditation will gain easier access to funding opportunities in the future Key Action 1 for Adult Education.

Application deadline (yyyy-MM-dd hh:mm:ss):
2020-10-29 12:00:00 (Brussels, Belgium Time)



Apply







Adult Education

Cliccare su «Apply» del modulo «*Erasmus accreditation in the field of Adult Education*» (KA120-ADU)

Guidelines

How does this application form work?

You should know the following:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: , this means that there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix issues.
- Length of answers to text questions is limited. The maximum number of characters that can be used in each answer is indicated next to the text box. Please note that it is not obligatory to use the maximum allowed number of characters.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table: . This button will allow you to access additional options to work with the table contents.
- Throughout the form, you can view more information about particular questions by positioning your mouse pointer over the question mark sign .
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it through the homepage, in the 'My Applications' tab.
- After the form is submitted, you are able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab.
- In the 'Submission History' page on the left hand side, you can access information about all submissions you made with this application form.
- In the 'Sharing' section, you let your colleagues access the application form.
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You can find more information in the 'Guidelines for completing web applications' at the following link: [guidelines](#).

If you have any additional questions or if you encounter a technical problem, please contact your National Agency and communicate your Form ID. You can read your FormID at any moment in the right hand corner your screen. It looks like this: KA120-42B2BB30

You can find the contact details of the National Agencies at the following page: [contact](#)

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2020-08-05 14:34:51
by LAURA NATALI

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SUBMIT

Nella prima schermata sono riportate le linee guida generiche sulla compilazione del modulo. Consigliamo di leggerle attentamente prima di procedere con la compilazione

European
Commission

Erasmus+ Applications



Erasmus+

Call 2020 Round 1 KA1 - Learning Mobility of Individuals
KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Le domande del *webform* **non** sono disponibili in italiano, per sapere quali sono le lingue disponibili cliccare in alto a destra del modulo.

ATTENZIONE: questo non vuol dire che la compilazione dello stesso deve obbligatoriamente essere fatta in inglese, **è possibile infatti compilare il modulo di candidatura interamente in italiano**, nonostante le domande siano in altra lingua

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Background
Erasmus Plan: Objectives
Erasmus Plan: Activities
Erasmus Plan: Quality Standards
Erasmus Plan: Management
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Call 2020 Round 1 KA1 - Learning Mobility of Individuals





KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

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


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Il modulo si salva automaticamente
ad ogni modifica apportata

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Per scorrere il modulo è necessario cliccare su ognuna delle voci del menu a sinistra, che rappresentano le sezioni da compilare per presentare il progetto



NON APRIRE LO STESSO WEBFORM SU PIÙ BROWSER O SU PIÙ FINESTRE; QUESTO POTREBBE PORTARE PROBLEMI AL SALVATAGGIO DEL MODULO.



IL VALUTATORE VALUTERÀ LA VOSTRA PROPOSTA SOLO SULLA BASE DELLE INFORMAZIONI INSERITE NEL MODULO DI ACCREDITAMENTO E NEGLI EVENTUALI DOCUMENTI STRATEGICI ALLEGATI. QUINDI È IMPORTANTE FORNIRE INFORMAZIONI RILEVANTI, CHIARE E COMPLETE, RISPONDENDO ESAUSTIVAMENTE ALLE DOMANDE E AVENDO BEN CHIARI I CRITERI DI VALUTAZIONE.

- Context
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus Plan: Quality Standards
- Erasmus Plan: Management**
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Call 2020 Round 1 KA1 - Learning Mobility of Individuals

KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Erasmus Plan: Management | Quality Standards Part I: Contributing to programme objectives | Quality Standards Part II: Good management of Erasmus mobility activities
Quality Standards Part III: Providing quality and support to the participants | Quality Standards Part IV: Sharing results and knowledge about the programme

Erasmus Plan: Management

In this section, you should explain how you plan to set up the management of Erasmus mobility activities within your organisation to make sure their implementation is successful.

Please read the Erasmus quality standards explained in the previous section and discuss them with your colleagues and management. Your answers in this section should show that your organisation has assessed the resources and staff needed to implement the planned activities in accordance with the set standards.

Quality Standards Part I: Contributing to programme objectives

What will your organisation do to contribute to the programme objectives described in the Erasmus quality standards?

a. Inclusion

0/1000

b. Environmental sustainability and responsibility

PROVA

5/1000

c. Virtual cooperation, virtual mobility and blended mobility


0/1000

d. Active participation in the network of Erasmus organisations

PROVA

5/1000

Nelle varie sezioni, le parti in rosso devono essere compilate obbligatoriamente. Quando tutte le sezioni obbligatorie diventano verdi si può procedere con la submission

 Context Applicant Organisation Background Erasmus Plan: Objectives Erasmus Plan: Activities Erasmus Plan: Quality Standards Erasmus Plan: Management Annexes Checklist


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Submission History

Andiamo ora ad analizzare ogni voce presente nel menù a sinistra.

Il simbolo  indica che il campo non è completo e quindi il modulo non permette di fare la *submission*

Il simbolo  indica che il campo è completo ed è possibile continuare nella compilazione della proposta financo alla *submission* del modulo

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Call 2020 Round 1 KA1 - Learning Mobility of Individuals

KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Context

Welcome to the application form for Erasmus accreditation in Adult education

Before starting, please make sure that you have read the call for Erasmus accreditations and its [Rules of application](#)

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

In particular, please note that organisations providing vocational education and training to adult learners are generally considered to be vocational education and training providers, and not adult education providers. For further information, consult your National Agency.

Each accreditation application covers only one field (school education, adult education, or vocational education and training). If you would like to apply for more than one field, you will need to submit separate applications. Submitting more than one application for the same field is not allowed.

Field

Adult education

Please select the National Agency in the country where your organisation is based. This National Agency will assess your application.

National Agency

IT02 Agenzia Nazionale Erasmus+ - INDIRE


Language used to fill in the form

Italian

For the list and contact information of all National Agencies, please consult the following page: [National Agencies](#)

What kind of Erasmus accreditation would you like to apply for?


☐ Accreditation for an individual organisation

☐ Accreditation for a mobility consortium coordinator 

Selezionare
IT02 - Agenzia Nazionale
Erasmus+ INDIRE

È possibile scegliere o una delle lingue ufficiali
dell'Unione europea oppure dei Paesi
aderenti al del Programma

What kind of Erasmus accreditation would you like to apply for?

- ☐ Accreditation for an individual organisation
- ☐ Accreditation for a mobility consortium coordinator 

Please note that you cannot submit separate applications as an individual organisation and a mobility consortium coordinator in the same field. Mobility consortium coordinators are allowed to organise mobility activities themselves, so there is no need for double applications.

Successful applicants for Erasmus accreditation will gain simplified access to Key Action 1 funding opportunities in their field for the duration of the accreditation's validity, under the conditions defined in this call's Rules of application and the yearly calls for proposals published by the European Commission.

È possibile scegliere se compilare l'accreditamento come **singolo ente** oppure come **coordinatore di un consorzio**.

Il consorzio permetterà ad un gruppo di organizzazioni di beneficiare delle opportunità di mobilità all'interno di un singolo accreditamento (detenuto dal *consortium coordinator*). A seconda della scelta il modulo chiede risposte diverse, che analizzeremo in seguito



- Non è possibile richiedere più di un accreditamento per ente per singolo settore
- Non è possibile presentare due candidature separate (sia come singolo che come coordinatore di consorzio) nello stesso settore
- La richiesta di accreditamento come coordinatore di consorzio consente di prevedere (e consentirà di richiedere nelle successive richieste di budget) sia mobilità legate al consorzio che mobilità specifiche per il proprio staff legate ad obiettivi specifici dell'Ente



L'accreditamento sarà valido per tutta la durata del programma ma dovrà essere aggiornato almeno una volta in 5 anni, e sarà sottoposto a monitoraggio e valutazione da parte dell'Agenzia Nazionale.



Call 2020 Round 1 KA1 - Learning Mobility of Individuals
KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Applicant Organisation

To complete this section, you will need your organisation's identification number (OID). Since 2019, Organisation ID has replaced the Participant Identification Code as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation already had a PIC number, a new OID has been assigned to it automatically. In that case you must not register your organisation again. Follow this link to see the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC, or to update information about your organisation.

Organisation ID	Legal Name	Country
<input type="text"/>		

Inserire il codice

OID

Organisation ID

Legal Name

Country



E10072250

Liceo Francesco Salvi

Italy



Show Organisation details

Refresh Organisation data

Quindi cliccare su “Show Organisational Details”

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Call 2020 Round 1 KA1 - Learning Mobility of Individuals
KA120 - Erasmus accreditation (Adult education)
Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Applicant Organisation / Applicant Organisation Details | ☒ Applicant Organisation Details | ☐ Associated Persons

Applicant Organisation Details (E10072250)

Legal name

Liceo Francesco Salvi

Legal name (National language)

Liceo Francesco Salvi

National ID (if applicable)

01-01-1900

Department (if applicable)

Acronym

Address

Via Magliabechi 1

Country

Italy

City

Firenze

P.O. Box

Postal Code

50122

Telephone

+39354654654,+39254547411

Fax

+39235574847

CEDEX

Website

www.liceofrancescosalvi.it

Email

La sezione “Applicant Organisation Details” riceve i dati direttamente dal codice OID, quindi in questa sezione dovete solo verificare se tali dati sono corretti e aggiornati



Per modificare o aggiornare i dati dell'Ente dovete entrare all'interno del vostro codice OLD:



<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>


Associated Persons


Please provide information about key persons in your organisation who will be implementing the Erasmus activities.

The legal representative of your organisation is the person with authorisation to represent it in legal agreements and contracts. The **Erasmus coordinator** is the main person in charge and the first contact point for everything that has to do with your Erasmus accreditation. You can also add other contact persons who will be assisting the Erasmus coordinator.

If needed, one person can have more than one role. For example, a legal representative can also be the Erasmus coordinator. However, you need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available.

ID	Name	Role	Erasmus coordinator
1	 Click here to edit	Legal Representative	<input type="radio"/>
2	 Click here to edit	Contact Person	<input checked="" type="radio"/>

 [Click here to edit](#)

 [Click here to edit](#)

[ADD ASSOCIATED PERSON](#)

[Person's Details](#)

Si possono inserire fino ad un massimo di tre contact person, oltre al rappresentante legale. Cliccando su *"Person's Details"* inserire i dati sia del rappresentante legale che della/e persona di contatto. Inoltre spuntare chi, tra i contatti scelti, sarà **Erasmus coordinator**, cioè la persona di riferimento per l'Agenzia Nazionale per tutto ciò che concerne comunicazioni, notifiche, etc. relative all'accREDITAMENTO.





Erasmus+ Applications



Call 2020 Round 1 KA1 - Learning Mobility of Individuals

KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

[Background](#) |  [Background](#) |  [Mobility Consortium](#) |  [Past participation](#) |  [Strategic Documents](#)

Background

Nella sezione *Background* dovete rispondere a varie domande relative alla natura e alla mission del vostro Ente. A seconda della scelta iniziale di candidarsi come singolo Ente oppure come coordinatore di consorzio le domande di questa sezione divergeranno.







Nel caso il vostro ente operi in più settori, è fondamentale evidenziare nella sezione BACKGROUND le informazioni, le esperienze, il contesto, la struttura del settore dell'ente che si occupa specificatamente di Educazione degli adulti. In particolare, evidenziare se e come nello statuto/atto costitutivo dell'ente siano previsti percorsi formativi non professionalizzanti di educazione formale, informale o non formale rivolta a discenti adulti

SI RICORDA CHE

nella definizione europea:

- **Educazione degli adulti** = tutte le forme (formale, non formale o informale) di educazione per adulti **non professionalizzante**
- **Organizzazione per l'educazione degli adulti** = qualsiasi organizzazione pubblica o privata attiva nel campo dell'apprendimento degli adulti non professionalizzante.
- **Discente adulto** = Qualsiasi persona che, dopo aver completato o non essendo più coinvolta nell'istruzione o formazione iniziale, ritorna ad alcune forme di apprendimento continuo (formale, non formale o informale), ad eccezione degli insegnanti / formatori scolastici e dell'IFP.

Background |  Background |  Mobility Consortium |  Past participation |  Strategic Documents

Background

In this section, you should present your organisation and answer the question: 'Who are you?'

Please keep in mind that the Erasmus programme is open to many kinds of organisations all over Europe. This application is designed to address all of them. Because of that, some questions may seem obvious or unnecessary to you. Even if it may seem so, it is still very important that you give clear and precise answers. Make sure to read the questions carefully and address all sub-questions. If some of them are not relevant for your organisation, say so explicitly.

This is a very important section. Giving informative and precise answers will let the persons assessing your application understand your context and your plans. Writing a good background will also help you when answering questions in the second part of the application.

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are going to be implementing the Erasmus activities under this accreditation.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?

Yes



Is the organisation a non-profit?

No



Please choose the organisation type that best describes your organisation.

Le prime domande sulla natura dell'organizzazione e sullo scopo di lucro sono precompilate e prendono le informazioni direttamente dal codice OID. Eventuali informazioni erranee devono essere corrette dapprima in OID, che trasferirà automaticamente le modifiche nel modulo di candidatura.

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Background
Background
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Past participation
Strategic Documents

Please choose the organisation type that best describes your organisation.

Type of Organisation

Does your organisation provide any formal or informal learning programmes relevant for this application?

Please briefly present your organisation. Before answering, make sure to read the eligibility criteria in the call, as well as the additional information published by your National Agency.

a. What are your organisation's main activities?

0/1000

b. How many years of experience does your organisation have in this role?

c. What profiles and ages of learners are concerned by your work?

0/1000

Please describe the structure of your organisation.

- Are there different sections or departments in your organisation? If your organisation works in more than one field of education and training, please explain which sections or departments work in the field of this application.
- How is management and supervision set up in your organisation? Who are the key persons in charge?
- If possible, please include an organisation chart in the application annexes. This can help make your answer shorter and clearer. You can attach your organisation chart here: [Annexes](#)

0/3000

What is the size of your organisation in terms of number of staff? If your organisation is working in more than one field of education and training, please only include staff working in the field of this application. ?

Number of non-teaching staff

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples. ?

0/10000

Inserire le informazioni utili sulle caratteristiche dell'ente e del contesto in cui opera

b. How many years of experience does your organisation have in this role?

In questa sezione occorre indicare da quanti anni l'ente è attivo nel settore dell'Educazione degli adulti. **N.B.:** non si intende quindi anni di esperienza nella progettazione europea, bensì da quando l'ente svolge attività nell'ambito dell'insegnamento formale/non formale/informale degli adulti.

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples. ?

0/4000

La domanda relativa ai bisogni e alle sfide dell'Ente è una componente fondamentale dell'accreditamento. Successivamente il modulo farà più volte riferimento proprio a questo interrogativo, e la valutazione qualitativa terrà conto della coerenza tra quanto indicato qui e le attività indicate successivamente

Past participation

Has your organisation applied for any Erasmus+ mobility or partnership projects before?



In questa sezione inserire eventuali esperienze pregresse di progetti ERASMUS+.
ATTENZIONE: se dichiarate di avere esperienza il modulo di candidatura cattura, tramite il vostro codice OID inserito precedentemente, tutti i progetti ERASMUS+ conclusi o in corso, specificandone la tipologia (partenariato strategico, mobilità individuale), il settore (Educazione degli adulti, VET, etc.) e il ruolo (coordinatore o partner)

Past participation

Has your organisation applied for any Erasmus+ mobility or partnership projects before?

Yes

	As applicant		As partner or consortium member	
Action Type	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
Adult education staff mobility (KA104)	1	1	1	1
Strategic Partnerships for adult education (KA204)	0	0	1	0

☒ I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this accreditation, as specified in the call for proposals.

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

0/3000

Nel caso di esperienze reali riconosciute dal modulo (tramite il vostro codice OID) dovete cliccare sulla spunta relativa all'utilizzo da parte dell'Agenzia Nazionale di informazioni relative ai vostri vecchi progetti, per valutare la vostra capacità di gestione e implementazione dei progetti ERASMUS+.

Inoltre è opzionale inserire eventuali specifiche relative ai vecchi progetti

Strategic Documents

To complement the answers provided above, you can include relevant strategic documents to support your application. If you include any strategic documents, please explain its relevance in your answers in the rest of the application form. Documents that are not referenced in the application form, as well as documents which contain longer answers to the same questions as in the application form, will not be considered as relevant.

An internationalisation strategy or another kind of organisational development strategy is the most relevant type of document that you can include. The strategy can be written specifically for your Erasmus accreditation application, or it can have a more general character.

Strategic documents are not an obligatory part of your application. However, they can give useful context to explain your objectives in the programme, especially if you plan to apply for larger amounts of financial support or a large number of participants.

You can attach your strategic documents here: Annexes

Per corroborare le informazioni inserite nella sezione *background* è possibile (non obbligatorio) allegare alla candidatura alcuni documenti strategici che completano o convalidano le informazioni inserite nel modulo.

ATTENZIONE: non inserire le stesse informazioni già comunicate nel modulo, né tantomeno documenti non rilevanti rispetto al modulo di accreditamento; deve trattarsi di **documenti strategici pertinenti**

Può essere allegata anche l'eventuale **strategia per l'internazionalizzazione dell'Ente** (non obbligatoria), di cui questa candidatura può essere l'inizio o parte di un percorso di miglioramento e di sviluppo in dimensione europea/internazionale

Se ci si candida come consortium coordinator

Mobility Consortium

In this section you should explain the planned composition and purpose of your mobility consortium.

A mobility consortium is a very flexible format. For example, your consortium can be permanently composed of the same member organisations, or the member organisations can change from year to year. This depends on your consortium's objectives and the needs of the member organisations. For example, a mobility consortium whose objective is to involve new organisations in the programme could change its composition often to bring in newcomers. On the other hand, a more stable composition is likely for a consortium dedicated to a specific thematic area, or a consortium composed of organisations pooling their resources together to manage mobility activities in an easier way.

Some essential guidance on how to set up the cooperation within your mobility consortium is explained in the Erasmus quality standards. Within that basic framework, you are allowed and encouraged to organise your consortium in a way that best fits the objectives you want to achieve. Use the questions in this section and in the rest of the application to explain what kind of mobility consortium you want to create.

Which of these descriptions best describes the purpose of your mobility consortium? If more than one description seems appropriate, please choose the one that is the most important and relevant for your mobility consortium.

- ☐ My organisation is a responsible authority or a coordination body in the education system. Our objective is to promote and coordinate Erasmus activities in our area of responsibility.
- ☐ Our mobility consortium is a group of organisations with similar interests and experience that want to work together in specific thematic areas.
- ☐ Our mobility consortium is a group of similar organisations that find it difficult to join the programme individually and are putting resources together to manage Erasmus activities in an easier and better way.

Oltre a quanto detto fino ad ora, se fate domanda come coordinatore di consorzio è obbligatorio compilare anche la sezione sopra. In base all'opzione scelta cambiano infatti anche le domande nel modulo

Please describe the planned composition of your mobility consortium. Keep in mind that all organisations in the consortium must be from the same country as your organisation.

a. What kind of organisations do you plan to involve in your consortium? What kind of education and training programmes are they offering that are relevant for the field of your application?

0/2000

b. What profiles of learners are the planned consortium members working with?

0/500

c. How many organisations do you expect will participate in your consortium? Approximately how many learners do they have in total?

0/500

d. Why did you choose to work with these organisations?

0/1000

e. Do you expect that the composition of your consortium will be changing over time? If yes, please explain why, how it will change, and how often.

0/1000

Rispondere a ogni singola domanda riguardante la natura e il *background* del consorzio nel suo insieme.

ATTENZIONE: NON DOVETE INDICARE LA DENOMINAZIONE DEGLI ENTI CONSORZIATI, BENSÌ IL PROFILO





- I membri del consorzio possono essere sempre gli stessi oppure variare di anno in anno ad ogni richiesta di budget, dipende dagli obiettivi del consorzio e dai bisogni di ogni singolo Ente
- Tutti gli Enti del consorzio devono essere italiani



Il criterio di valutazione qualitativo relativo alla **Rilevanza** vale 10 punti su 100, quindi indicare con attenzione:

- Come il profilo, esperienza, attività e i discenti-target dell'ente siano pertinenti per il settore dell'Educazione degli adulti e per gli obiettivi della Call.

Per i coordinatori di consorzio: come il profilo dei membri previsti sia pertinente allo scopo e agli obiettivi del consorzio, e sia rilevante per il settore e per gli obiettivi della Call; come la creazione del consorzio apporti un chiaro valore aggiunto ai suoi membri

 Context Applicant Organisation Background Erasmus Plan: Objectives Erasmus Plan: Activities Erasmus Plan: Quality
Standards Erasmus Plan: Management Annexes Checklist

Dopo la sezione Background inizia la parte fondamentale e il cuore del modulo di accreditamento, ovvero l'**Erasmus plan**. Esso è il link tra le attività di mobilità proposte e i bisogni e gli obiettivi dell'Ente. Risponde principalmente ad una domanda: in che modo l'accreditamento, e quindi l'accesso al programma con le relative attività di mobilità sostiene e favorisce l'internazionalizzazione dell'Ente e promuove lo sviluppo delle competenze dello staff?

L'*erasmus plan* si fonda su quattro pilastri





- L'ERASMUS PLAN è **modificabile** nell'arco della durata del programma, quindi anche gli obiettivi possono essere aggiornati seguendo nuove esigenze e bisogni dell'Ente o del consorzio
- L'ERASMUS PLAN deve essere **originale** nel senso di "unico" in quanto corrispondente alle caratteristiche, ai bisogni e agli obiettivi del singolo Ente

Objectives

Please define the objectives your organisation wants to achieve by implementing Erasmus activities.

Your objectives should be concrete, realistic, and should represent a real benefit for your organisation. Make sure to link them to the needs of your organisation and its learners. If you have attached any strategic documents in the 'Background' section, you should make sure that relevant objectives from those documents are translated to your Erasmus Plan in this section. If needed, you can repeat information from your earlier answers, or simply refer to them as part of your explanations for defined objectives.

If your accreditation is approved, your progress towards achieving the Erasmus Plan objectives will form a part of the evaluation of Erasmus activities you implement. Therefore, you need to choose objectives that are possible to track and you need to explain how you are going to evaluate your progress. You can specify between one and ten objectives.

Please list your objectives below.

Objective 1

Title

What do you want to achieve?

0/200

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

0/1000

Timing

When do you expect to see results for this objective?

0/500

Measuring progress

How are you going to track and evaluate your progress on this objective?

0/1000

ADD

Il numero degli obiettivi non è direttamente proporzionale al successo della proposta. E' infatti molto importante tenere presente il relativo Criterio di valutazione qualitativo



Il criterio di valutazione qualitativo relativo agli **obiettivi** del Erasmus Plan vale 40 punti su 100, quindi indicare con attenzione:

- come obiettivi proposti rispondano in modo chiaro e concreto alle **esigenze** dell'ente, dello staff, dei discenti (link con background, con documenti strategici allegati)
- Per coordinatori di consorzio: questo criterio si applica all'intero consorzio e gli obiettivi indicati devono essere coerenti con lo scopo del consorzio
- come gli obiettivi proposti e i relativi tempi di realizzazione siano **realistici** e abbiano un **impatto** positivo per dell'ente (o il consorzio)
- le misure proposte per **misurare e valutare** lo stato di avanzamento verso gli obiettivi siano appropriati e concreti
- se ci sono documenti strategici allegati: esista un chiaro e giustificato **legame** tra il piano Erasmus proposto e i documenti inclusi



Il criterio di valutazione qualitativo relativo agli **obiettivi** del Erasmus Plan vale 40 punti su 100, quindi indicare con attenzione:

- come obiettivi proposti rispondano in modo chiaro e concreto alle **esigenze** dell'ente, dello staff, dei discenti (link con background, con documenti strategici allegati)
- per coordinatori di consorzio: questo criterio si applica all'intero consorzio e gli obiettivi indicati devono essere coerenti con lo scopo del consorzio
- come gli obiettivi proposti e i relativi tempi di realizzazione siano **realistici** e abbiano un **impatto** positivo per dell'ente (o il consorzio)
- le misure proposte per **misurare e valutare** lo stato di avanzamento verso gli obiettivi siano appropriati e concreti
- se ci sono documenti strategici allegati: esista un chiaro e giustificato **legame** tra il piano Erasmus proposto e i documenti inclusi

Who were the persons involved in defining your Erasmus Plan objectives? What kind of discussions or preparation took place?

0/2000

In questa sezione dovete specificare quali risorse sono coinvolte nella stesura degli obiettivi dell'Erasmus Plan; sarebbe importante coinvolgere tutti gli attori rilevanti dell'Ente, in particolare gli organi decisionali.

Le modalità attraverso le quali siete arrivati alla scelta di determinati obiettivi e non altri: se vi siete basati sui documenti strategici dell'Ente preesistenti, o avete condotto specifiche ed ulteriori analisi dei bisogni



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Call 2020 Round 1 KA1 - Learning Mobility of Individuals

KA120 - Erasmus accreditation (Adult education)

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Erasmus Plan: Activities

In this section, you are asked to propose a broad planning for activities you want to organise and participants you want to support with Erasmus funds.

The targets you propose here are not binding for your organisation, nor for the National Agency because the final number of implemented activities may depend on various factors, including availability of funding.

Proposed targets should be realistic and appropriate for your organisation's size, experience and objectives. The experts assessing your application will consider your proposal in terms of its proportionality and appropriateness. They may recommend revised targets, in order to stay realistic and proportional to the overall availability of funding.

How many participants would you like to support with Erasmus funds? Please propose an estimation for at least two years.

Year	Estimated number of staff
Year 1	<input type="text"/>
Year 2	<input type="text"/>
<input type="button" value="ADD"/>	

Nella sezione *activities* dovete inserire una stima del numero di staff da coinvolgere nelle attività finanziate con i fondi Erasmus per un minimo di due anni fino ad un massimo di cinque (per aggiungere le annualità dovete cliccare su *add*).

Le informazioni possono essere aggiornate in itinere.

N.B.: Il numero che andrete ad inserire è indicativo e non vincolante né per voi né per l'Agenzia Nazionale: dipenderà in larga parte dai fondi europei disponibili per l'annualità

What profiles of staff do you plan to involve? Please explain the reasons for your choices.

0/3000

La risposta in questo caso specifica il profilo dello staff che prenderà parte alle attività durante le varie annualità. SPECIFICARE ANCHE L'INTENZIONE DI COINVOLGERE PARTECIPANTI CON MINORI OPPORTUNITA': POSSONO ESSERE SOGGETTI CON BISOGNI EDUCATIVI PARTICOLARI O PROVENIENTI DA CONTESTI SOCIO/ECONOMICI SVANTAGGIATI



Il criterio di valutazione qualitativo relativo alle **attività** del Erasmus Plan vale 20 punti su 100, quindi indicare con attenzione:

- il **numero** proposto di partecipanti alle attività di mobilità è proporzionale alle **dimensioni** e all'**esperienza** dell'ente, ed è **realistico** ed **adeguato** agli obiettivi indicati


Per coordinatori del consorzio: saranno prese in considerazione le dimensioni previste del consorzio

- i **profili dei partecipanti** sono pertinenti rispetto al settore e agli obiettivi

- se e come sono coinvolti partecipanti con **minori opportunità**



Erasmus+

Erasmus Plan: Quality Standards |  Subscribing to Erasmus quality standards

Erasmus Plan: Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the call for Erasmus accreditations. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.
Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.
- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.
- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.
The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)
- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.
If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.
Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In questa sezione sono riportati gli **standard di qualità Erasmus**, a cui un candidato deve aderire per poter proseguire nella compilazione del modulo. Nel caso in cui ci si candidi come consorzio il coordinatore deve garantire anche per tutti i futuri membri



Principi di base

- Inclusione, ambiente, Strumenti digitali, membri attivi della rete di scuole europee

Buona gestione

- Mantenere titolarità, responsabilità e trasparenza, integrare le attività e i risultati, rispettare gli adempimenti formali
- CONSORZI: assegnazione compiti e fondi, collaborazione e coinvolgimento membri, condividere competenze e risorse

Servizi di qualità e sostegno ai partecipanti

- Organizzazione pratica di qualità; Sicurezza; Selezione trasparente; Preparazione, monitoraggio e sostegno ai partecipanti adeguata; Definizione, valutazione e riconoscimento degli apprendimenti

Condivisione dei risultati

- Disseminazione all'interno e all'esterno; visibilità dei Fondi EU



Se fate domanda come coordinatore di consorzio cambiano anche gli standard di qualità, che sono adattati ad una membership piuttosto che ad una candidatura individuale

- ▲ Context
- ▲ Applicant Organisation
- ▲ Background
- ▲ Erasmus Plan: Objectives
- ▲ Erasmus Plan: Activities
- ▲ Erasmus Plan: Quality Standards
- ▲ Erasmus Plan: Management
- ▲ Annexes
- ▲ Checklist
- Guidelines
- Notifications
- Sharing
- Submission History



Erasmus+ Applications

English 

LAURA NATALI (l.natali@indire.it) ▼



Erasmus+

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KA120 - Erasmus accreditation (Adult education)

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Erasmus Plan: Management | ▲ Quality Standards Part I: Contributing to programme objectives | ▲ Quality Standards Part II: Good management of Erasmus mobility activities
| ▲ Quality Standards Part III: Providing quality and support to the participants | ▲ Quality Standards Part IV: Sharing results and knowledge about the programme

Erasmus Plan: Management

In this section, you should explain how you plan to set up the management of Erasmus mobility activities within your organisation to make sure their implementation is successful.

Please read the Erasmus quality standards explained in the previous section and discuss them with your colleagues and management. Your answers in this section should show that your organisation has assessed the resources and staff needed to implement the planned activities in accordance with the set standards.

La sezione *Management* è strettamente collegata agli standard di qualità. Infatti dalle vostre risposte il valutatore sarà in grado di capire l'adesione completa e convinta dell'istituto agli *Erasmus quality standards*



Il criterio di valutazione qualitativo relativo alla **gestione** del Erasmus Plan vale 30 punti su 100, quindi indicare con attenzione:



- misure concrete per garantire il **rispetto dei principi di base** degli Standard di qualità Erasmus
- una **divisione chiara e completa dei compiti** in linea con gli Standard di qualità Erasmus
- **risorse adeguate** per gestire le attività in conformità con gli Standard di qualità Erasmus, coinvolgendo tutti i livelli dell'ente
- misure appropriate per garantire la **continuità** delle attività in caso di cambiamenti nel personale o nella struttura dell'Ente
- misure concrete ed efficaci per **integrare i risultati** delle attività di mobilità nelle attività regolari dell'Ente
- per coordinatori del consorzio: questo criterio si applica all'intero consorzio



Se vi candidate come coordinatore di consorzio questa sezione presenta domande orientate al consorzio più che al singolo Ente



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Annexes |  Declaration on Honour |  Other Documents

Annexes

The maximum number of all attachments is 10. The maximum size of one file is 15 MB and the maximum total size of all attachments is 100 MB.

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here. [DOWNLOAD DECLARATION ON HONOUR](#)

File Name	File Size (KB)
 At least one file is required	

[ADD DECLARATION ON HONOUR](#)

Please attach any other relevant documents. The organisation chart and other strategic documents referred to in the section 'Background' should be uploaded here. Please use clear file names.

File Name	File Size (KB)
ADD FILE	
Total Size (KB)	0

Nella sezione *Annexes* è obbligatorio allegare la **Dichiarazione d'onore**:

- 1) Cliccare per scaricare la dichiarazione d'onore
- 2) Farla firmare al rappresentante legale
- 3) Caricarla nel modulo cliccando su *"Add Declaration of Honour"*

Please attach any other relevant documents. The organisation chart and other strategic documents referred to in the section 'Background' should be uploaded here. Please use clear file names.

File Name	File Size (KB)
<div>ADD FILE</div>	
Total Size (KB)	0

Nella sezione *Annexes* è possibile caricare anche gli eventuali **documenti strategici** di cui parlavamo a proposito del background dell'organizzazione/leader del consorzio.
CARICARE SOLO DOCUMENTI UTILI AL VALUTATORE PER COMPLETARE LA VALUTAZIONE DEL MODULO DI ACCREDITAMENTO

- Context
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus Plan: Quality Standards
- Erasmus Plan: Management
- Annexes
- Checklist**
- Guidelines
- Notifications
- Sharing
- Submission History

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2020-08-04 15:04:07
by LAURA NATALI

PDF SUBMIT



Call 2020 Round 1 KA1 - Learning Mobility of Individuals

KA120 - Erasmus accreditation (Adult education)

Form ID: KA120-DE5C9601 Deadline (Brussels Time) 2020-10-29 12:00:00

Checklist | Checklist | Data Protection Notice

Checklist

Before submitting your application form to the National Agency, please make sure that:

- ☐ It fulfills all of the criteria defined in the Rules of application for Erasmus accreditations.
- ☐ All relevant fields in the application form have been completed.
- ☐ You have chosen the correct National Agency of the country in which your organisation is established. Currently, the selected National Agency is: IT02 Agenzia Nazionale Erasmus+ - INDIRE

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#)

Data Protection Notice

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your personal data.

- ☐ I agree with the Specific Privacy Statement on Data Protection

Per procedere con la submission è necessario spuntare le 4 caselle sopra evidenziate. Le prime tre sono un reminder sul rispetto formale del modulo di candidatura. L'ultima riguarda la protezione dei dati personali, si consiglia di leggere lo «*Specific Privacy Statement*»



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Form ID: KA120-DE5C9601 **Deadline (Brussels Time) 2020-10-29 12:00:00**

Notifications

This section will display messages about the ongoing call for proposals and the action you are applying for. Notifications published here are mostly related to the working of the application form and the applications portal. To stay fully informed, we advise that you regularly check the website of your National Agency.

Automatically saved every 2 s.
Saved (Local Time)
2020-08-04 15:04:08
by LAURA NATALI

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SUBMIT

Nella sezione «Notification» trovate eventuali **news** riguardo l'accreditamento. Per esempio nel caso in cui ci fosse una proroga della data di scadenza per presentare candidature. Quindi vi consigliamo di controllarla periodicamente



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Sharing Summary

In this section you can share your application with other people working with you on the project proposal. You can choose to let others just read the application or to also be able to edit it. To see the available options, click on 'Share application'.

ID ↕	Shared with ↕	Permission Level ↕	Date ↕
------	---------------	--------------------	--------

SHARE APPLICATION

Sharing History

ID ↕	Date ↕	Shared by ↕	Shared with ↕	Permission Level ↕	Comment (you can make a note that will be saved in sharing history) ↕
------	--------	-------------	---------------	--------------------	---

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Saved (Local Time)
2020-08-04 15:04:08
by LAURA NATALI

PDF

SUBMIT

Nella sezione «**Sharing**», cliccando su «*share application*» è possibile condividere il progetto con altri soggetti, tra cui tutte le associated person inserite nella sezione *applicant organisation*

- Context
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus Plan: Quality Standards
- Erasmus Plan: Management
- Annexes
- Checklist
- Guidelines
- Notifications
- Sharing
- Submission History

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2020-08-06 13:42:03
by LAURA NATALI

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Share Application

Permission Level

⚠ You will not be able to submit the application while the application is opened by a person you have shared the application with.

☒ Read

☐ Edit

You can share the application with one of the contact persons specified in the section Participating Organisations, or you can add an e-mail of another person

Contact Person

Select ...

Other people

ADD

Comment (you can make a note that will be saved in sharing history)

☐ Send the following message to let the above people know I have shared my application with them

You have been granted access to an Erasmus+ application form. In order to access the application you will need to login by using EU login linked with your email.

Please find below the link to the application form:
<https://webgate.ec.europa.eu/erasmus-applications/eforms->

E' possibile condividere il modulo sia in modalità lettura che modifica. Si consiglia comunque di concedere solo l'opzione «*read*», per dare la possibilità solo di controllare quanto da voi inserito, ed eventualmente proporre alcune modifiche o correzioni di alcuni errori

Share Application

Permission Level

⚠ You will not be able to submit the application while the application is opened by a person you have shared the application with.

☒ Read
☐ Edit

You can share the application with one of the contact persons specified in the section Participating Organisations, or you can add an e-mail of another person

Contact Person

Select ...

Other people

ADD

Comment (you can make a note that will be saved in sharing history)

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Please find below the link to the application form:

<https://webgate.ec.europa.eu/erasmus-applications/eforms-2020/screen/eforms/KA120-DE5C9601/e-2020-1-ka120/context>

Details of the application form:

* Project Title:
* Action: Erasmus accreditation
* National Agency: IT02 Agenzia Nazionale Erasmus+ - INDIRE
* Form ID: KA120-DE5C9601
* Applicant name: / Applicant OID:
* Email of the user responsible of the sharing: l.natali@indire.it

SHARE CANCEL

È possibile condividere il progetto sia con le persone di contatto inserite nella sezione *applicant organisation*, sia con altri soggetti esterni alla candidatura (eventuali futuri membri del consorzio).

Context

Welcome to the application form for Erasmus accreditation in Adult education

Before starting, please make sure that you have read the call for Erasmus accreditations and its [Rules of application](#)

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

In particular, please note that organisations providing vocational education and training to adult learners are generally considered to be vocational education and training providers, and not adult education providers. For further information, consult your National Agency.

Each accreditation application covers only one field (school education, adult education, or vocational education and training). If you would like to apply for more than one field, you will need to submit separate applications. Submitting more than one application for the same field is not allowed.

Field

Adult education

Please select the National Agency in the country where your organisation is based. This National Agency will assess your application.

National Agency

IT02 Agenzia Nazionale Erasmus+ - INDIRE

Language used to fill in the form

Italian

For the list and contact information of all National Agencies, please consult the following page: [National Agencies](#)

What kind of Erasmus accreditation would you like to apply for?

☐ Accreditation for an individual organisation

Automatically saved every 2 s.
Saved (Local Time)
2020-08-05 14:11:11
by LAURA NATALI

PDF

SUBMIT

IMPORTANTE

Prima di effettuare la submission, una volta terminata la compilazione, si consiglia sempre di cliccare su pdf e **scaricare il modulo** per tenerlo agli atti della scuola

☒ Context☒ Applicant Organisation☒ Background☒ Erasmus Plan: Objectives☒ Erasmus Plan: Activities☒ Erasmus Plan: Quality Standards☒ Erasmus Plan: Management☒ Annexes☒ Checklist

Guidelines

Notifications

Sharing

Submission History

Automatically saved every 2 s.
Saved (Local Time)
2020-08-05 14:11:11
by LAURA NATALI

PDF

SUBMIT

Una volta che avete terminato il modulo, allegata la dichiarazione d'onore e tutte le spunte sono verdi, potete cliccare su *submit* per inviare la candidatura

SUCCESS



Your application has been successfully submitted

Form ID: KA120-DC41FB0A

Submission date (Brussels, Belgium Time): 2020-07-21 15:27:21

OK

Opportunities

My Applications

All Applications

Translations

Dashboard

2020KA120R1

Application State: SUBMITTED

Completion Status: COMPLETE

Last Modification: 2020-07-21 11:39:02 (Brussels Time 12:00:00)



Erasmus accreditation in the field of School Education (KA120-SCH)

Application Owner: BARTALINI fede

Form ID: KA120-744523A9

Last Submission: 2020-07-21 15:24:50 (Brussels Time 12:00:00)



Submission Deadline: 2020-10-29 12:00:00 (Brussels Time 12:00:00)

99
Days Rem

- Reopen
- Share
- Preview
- Submission History

Anche dopo la submission, e fino alle 12:00 del giorno 29/10/20, è possibile in qualsiasi momento riaprire il modulo e modificare la candidatura (cliccando su «reopen»), ed effettuare una nuova *submission*.

Il modulo è sempre disponibile nella sezione *my application*.

Verrà considerata validata l'ultima webform inviata entro la data di scadenza



Per qualsiasi dubbio o problema contattare il
nostro ufficio all'indirizzo
accreditamentoeda@indire.it

Erasmus

