

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Assistantships
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 of 12-45 weeks (see below) as a Grundtvig Assistant at an adult education organisation in another European country participating in the Lifelong Learning Programme (LLP).</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 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 register with the European database available for this purpose, details of which are available from NA on request.</p> <p>Assistants must be affiliated with one specific host organisation during their Assistantship. They may, however, 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. They receive a grant which contributes towards travel and subsistence costs. Grundtvig Assistantship grants are not normally awarded more than once to the same person within a period of 3 years.</p>
Who can benefit	Teachers and other staff working in adult education, in-service trainers of such staff, former teachers (or other former educational staff) re-entering adult education in a professional capacity after a period away, graduates with a qualification in adult education / andragogy and advanced level students studying towards such a qualification (see "Specific eligibility rules" below for details).
Who can apply	Applications can be submitted by any individual who complies with the eligibility criteria mentioned in this section.
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 Form Code:	iMBass
<i>Please make sure you use the application form showing this code in the header.</i>	
Application Deadline(s):	31-March-2009
Duration	
Minimum Duration :	12 weeks
Maximum Duration:	45 weeks
Comment on Duration:	None
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:	Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. The grant covers travel and subsistence costs. Where appropriate, additional grant can be awarded for linguistic preparation and/or other induction course (see Part I of this Guide for details) Please consult the NA 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:	Applications can be submitted by individuals. 1) Individual applicants must be either: - nationals of a country participating in the Lifelong Learning Programme; - nationals of other countries, provided that they are either permanent residents, or registered as stateless persons of hold refugee status in a country which participates in the programme. 2) Individual applicants must be one of the following: - 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: 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 in-service training of adult education staff - Former teachers and other educational staff (see above) re-entering adult education - Persons who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education - Persons who are recycling into adult education from other labour market situations (work, retirement, absence from professional life due to family responsibilities etc.) - 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. In the case of persons re-entering adult education or recycling into 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. 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 a resident and or currently working. Applications must contain confirmation from the host organisation that it is willing to receive the Assistant. 4)The sending and/or host country must be an EU Member State.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See "Who can benefit" and "Who can apply" above
Award criteria	1. Quality of the Mobility (Assistantship) The assistant provides a convincing explanation of his/her contribution to the work of the host institution and community life. 2. Impact and relevance The expected impact on personal and professional competences including languages and intercultural benefits is clearly defined by the candidate assistant. The activity of the assistant is relevant to the work of the host organisation.

