

Final report

KA121-VET Accredited projects for mobility of learners and staff in vocational education and training







Video & guide

 eLearning videos for the Beneficiary module: How to submit the beneficiary report in Beneficiary module

https://wikis.ec.europa.eu/display/NAITDOC/How+to+submit+the+beneficiary+report+in+Beneficiary+module

 Manage the final beneficiary report: How to complete and submit the final beneficiary report

https://wikis.ec.europa.eu/spaces/NAITDOC/pages/73564698/How+to+fill+and+submit+the+final+beneficiary+report

Akkreditoitujen liikkuvuushankkeen raportointi (KA121-VET)

https://www.oph.fi/fi/ohjelmat/akkreditoitujen-liikkuvuushankkeen-raportointi-ka121-vet





Evaluation



Evaluation criteria

- The following evaluation criteria will be used to assess your final report on a scale of 100 points
- The evaluation result will be used as part of the scoring for your future grant applications with your accreditation
- A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process
- Erasmus Quality Standards mobility projects:
 https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools





Delivering targets and coherence with Erasmus Plan (50 points)

The extent to which:

- the awarded funding has been absorbed by the beneficiary organisation, or the beneficiary has provided sufficient justification for partial absorption
- the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities and budget absorption
- the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage





Compliance with Erasmus quality standards (50 points)

The extent to which:

- the beneficiary has ensured that the participants submit their participation reports, or has provided sufficient justification for a low submission rate
- the participants' feedback shows that: the participants were satisfied with their mobility activities
- the activities have been beneficial for the participants
- the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities
- the quality of the implemented activities has been in line with the quality standards





Final report table of contents

- Evaluation criteria
- Project details
- Budget
- Activities
- Participants' feedback

- European Language Label
- Hosting organisations
- Supporting organisations
- Feedback
- Annexes
- Checklist





KA121-VET Final reports

- A lot of information will be transferred automatically
 - ✓ Activities and participants' reports
 - ✓ Make sure you have checked mobilities before sending final report
 - ✓ Make sure you have received participants' reports
- You can answer to the questions in Finnish or Swedish





Activities

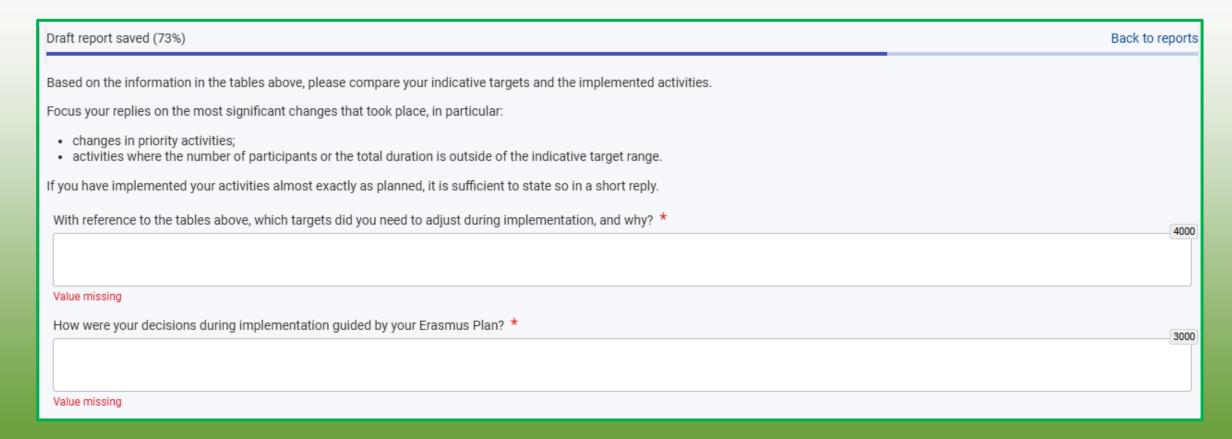
- Use questions in this section to show to the evaluators that you have been carefully managing your grant. In your replies, you should focus on providing a context for these figures
- Goal should be to show that implementation decisions were made in the best interest of your organisation and the participants
 - ✓ Erasmus Plan objectives have been kept in mind
 - ✓ You have done your best to use the available budget to the maximum
- Particular attention to explanations linked to priority activities





Indicative targets and the implemented activities 1

- With the reference to the tables above which targets did you need to adjust during the implementation, and why?
- How were your decisions during implementation guided by your Erasmus Plan



Feedback and submission rate







Participants feedback

- Before submitting final report, please make sure that sufficient participant reports have been submitted
- Ensuring that participant reports are completed is part of your duties defined in the grant agreement and the Erasmus quality standards.
- To improve the submission rate, we advise that you send reminders to participants who have not yet submitted their report

Submission rate per activity type

- For individual staff and learner activities, at least 90% submission rate is expected, while the submission rate for group participation reports should be 100%.
- Please explain why some participants in individual staff and learner activities did not submit their participant reports.
- Please provide a justification for lack of participation reports for some of the implemented group activities.





Participants' feedback - individual activities

- 1. General satisfaction
- 2. Preparation and hosting arrangements
- 3. Results
- 4. Language learning
- 5. Comments





Indicative targets and implemented activities 2

- You should focus your replies on the most significant changes (identify strong and weak points) that took place:
 - changes in priority activities
 - figures indicating less than 80% of positive feedback
- If you have implemented your activities almost exactly as planned, it is sufficient to state so in short reply





How to fill in and send the final report



Check that the project is up to date

- Project details: Section is read-only, and the information cannot be updated
- Organisations and Contacts: Check the organisation details and associated contact persons
- Check all other sections for accuracy and completeness. Pay particular attention to the project data that affects the budget.
 - Any changes made to the mobility activity details will automatically update
 the budget summary. In addition, all mobility activities must have the status
 Complete, otherwise they are not reflected in the budget
- Budget: check the budget summary of the project. If certain information is not reflected in the summary, update the relevant project section.





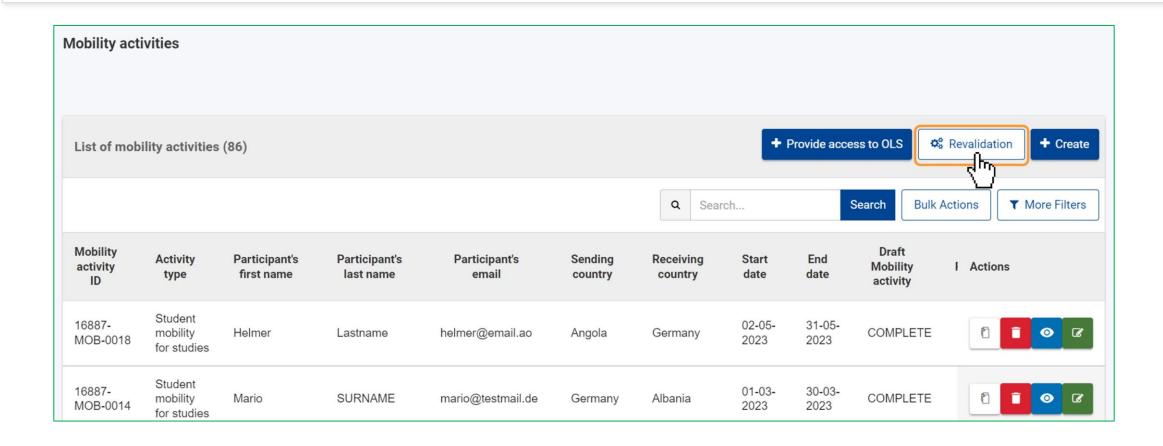
Revalidation





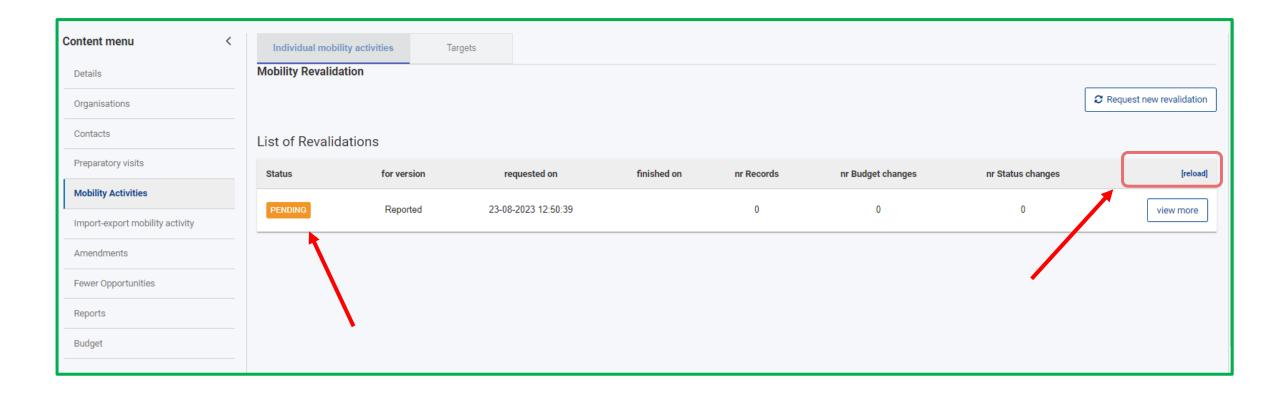
Mobility Activities- Revalidation

- Click on the "Revalidation" button to open the "Mobility Revalidation" screen
- Click on the Revalidation button, displayed on top of the list, to access the Mobility Revalidation screen.
- "Mobility Revalidation" screen opens



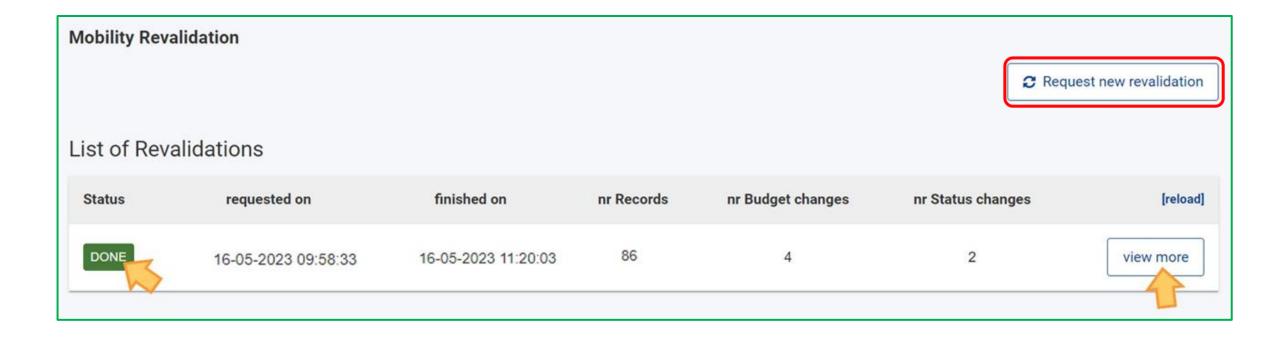
Revalidation of mobility activities "pending"

- If there are ten or less mobility activities in your project, the revalidation of mobilities is done immediately. For more than ten mobility activities, the process will take longer, depending on the amount of mobility activities in your project.
- To refresh the List of revalidations, click on reload, available in the header row of the list.



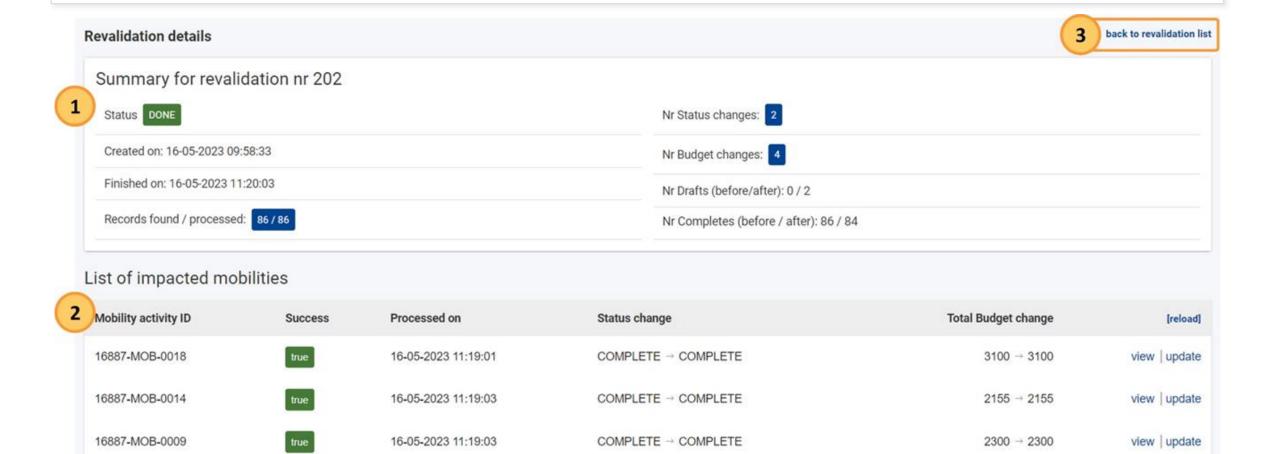
List of revalidations 'done'

- When the revalidation is complete, the Status of the revalidation displayed in the List of revalidations changes to Done.
- If the status of a revalidation displayed is Failed, an error occurred during the revalidation. Please start another revalidation.



Revalidation details screen

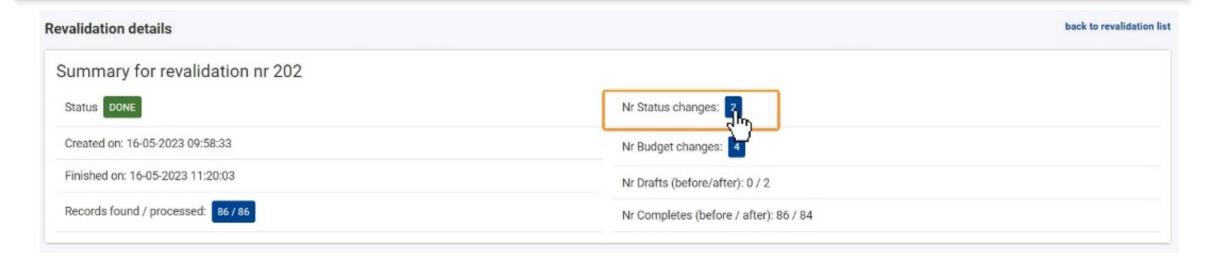
- 1. Summary for revalidation displaying an overview of the revalidation action and outcome(s), with information such as the number of records processed or the number of status and budget changes
- 2. List of impacted mobilities displaying the list of revalidated mobility activities including any status and budget changes
- 3. Back to revalidation list option will return you to the previous screen



Revalidation details

In this example, we filter **the List of impacted mobilities** to display the ones where the <u>status was changed</u> as a result of the revalidation.

Two mobility activities are displayed in the list and for each, you have the hyperlinked <u>number of invalid fields</u> after revalidation displayed.

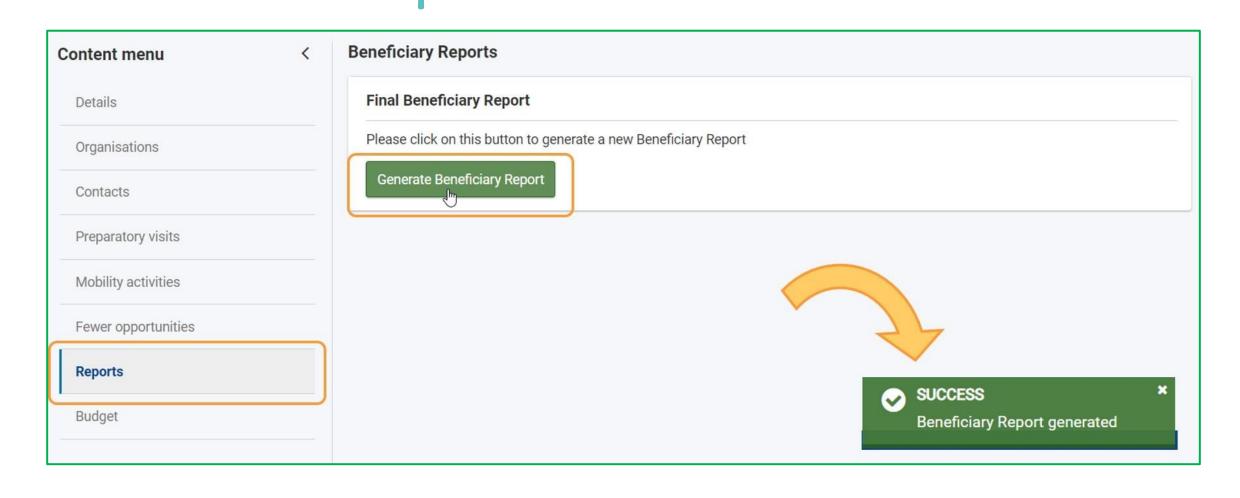


List of impacted mobilities (with Status changes) [show all]

Mobility activity ID	Success	Processed on	Status change	Total Budget change	[reload]
16709-MOB-98761	true	16-05-2023 11:35:02	COMPLETE → DRAFT (11 invalid fields)	1880 → 1880	view update
16709-MOB-98764	[true]	16-05-2023 11:35:03	COMPLETE → DRAFT (1 invalid fields)	1880 → 1880	view update

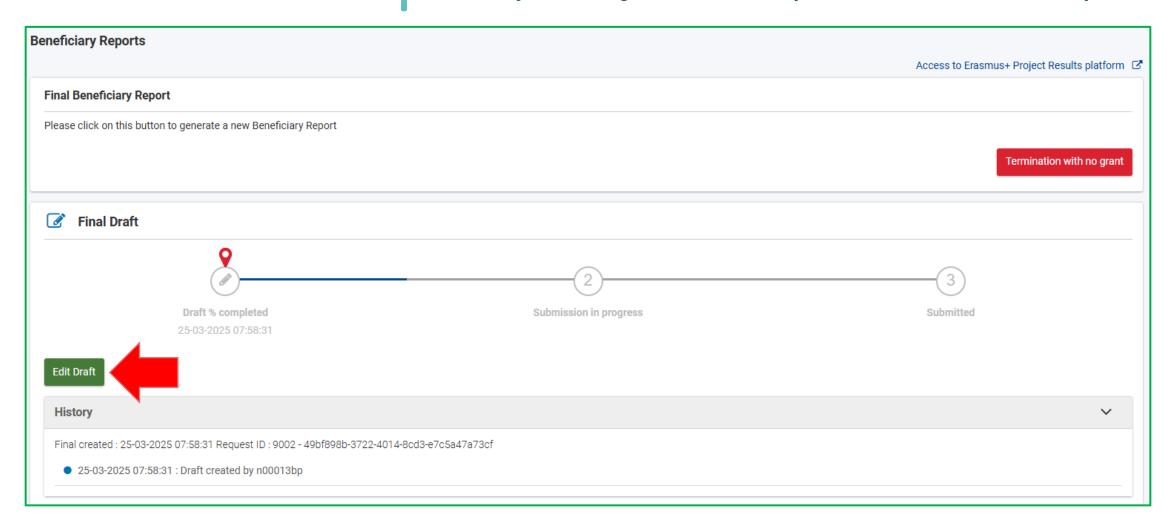
How to Generate Beneficiary Report

- When all the project data is up to date, click the Reports tab and create the draft beneficiary report by clicking the Generate Beneficiary Report button.
- Click on "Reports" and "Generate the Beneficiary Report"



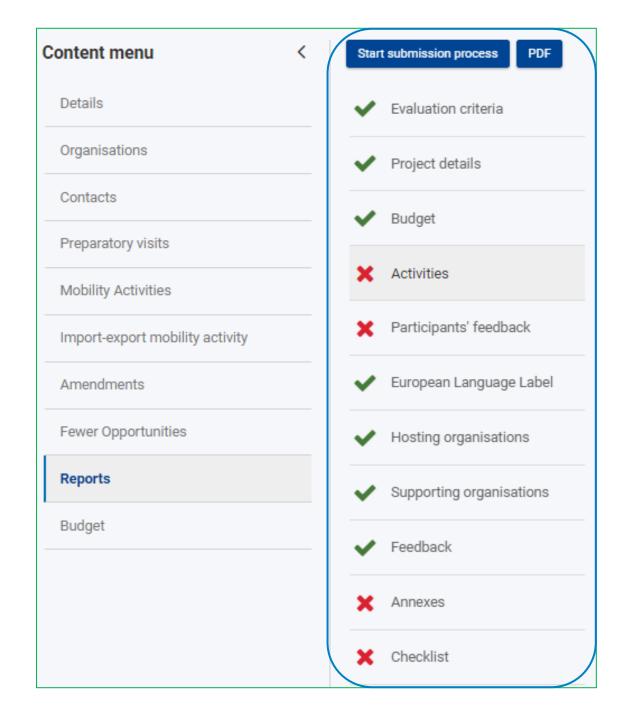
Timeline and history of the report

- A timeline graphic becomes available, showing your progress with the report and the report statuses.
- In addition, you can view the History of the report use the dedicated arrow to open the section for more details or collapse it.
- Once you have generated the report, click on Edit Draft to open it.



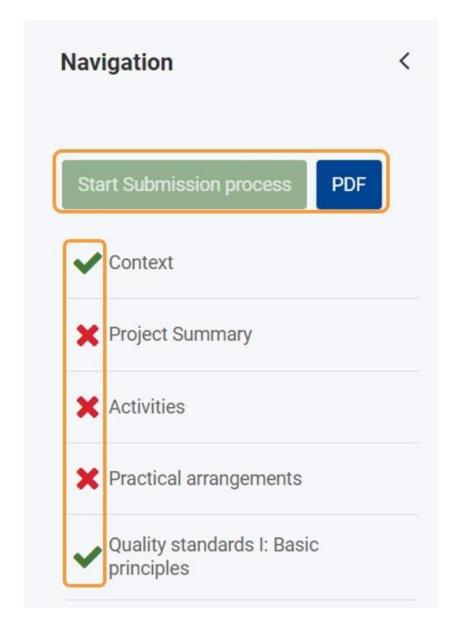
General functionality - Report structure and navigation

- If you leave the report screen, you can return to it at any time by clicking on the Reports tab, then clicking on Edit Draft.
- The report consists of several sections.
- Navigate through the sections either by scrolling up/down in the content area, or by clicking on section titles in the Navigation panel.



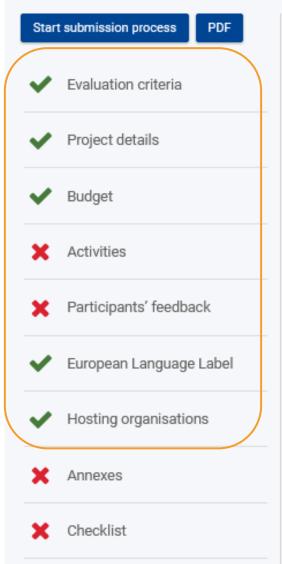
Buttons and icons

- Icons Each section of the report is preceded by an icon: a red X for incomplete sections, and green check mark for complete sections.
 As you fill in each section, it will be marked with the green check.
- Certain sections are already marked as complete, as they do not contain any fields to fill in (e.g. Context, Budget etc.).
- Start submission process this button will become available when the conditions to submit the final report have been fulfilled and the report is ready to be submitted.
- PDF Click this button and follow the online instructions to save a PDF version of the report, which includes the details you have filled into date.



Fill in or check all other project - specific sections

- Read the onscreen information carefully to fill in the required information.
- Certain sections also include read-only information and summaries based on details provided in other sections of the project or in participant reports (where applicable).



Draft report saved (%)

Activities

The following section summarises information about grant agreement, and to provide context for these fig

Your grant agreement (Annex II) defines the rules for

- During project implementation, the beneficiary c those targets that have been marked with priorit
- At the final report stage, the beneficiary will explicit.

These rules reflect key principles of accredited grant changing circumstances and your organisation's nee make it impossible to deliver figures exactly as plann

Therefore, it is normal and expected that your imple

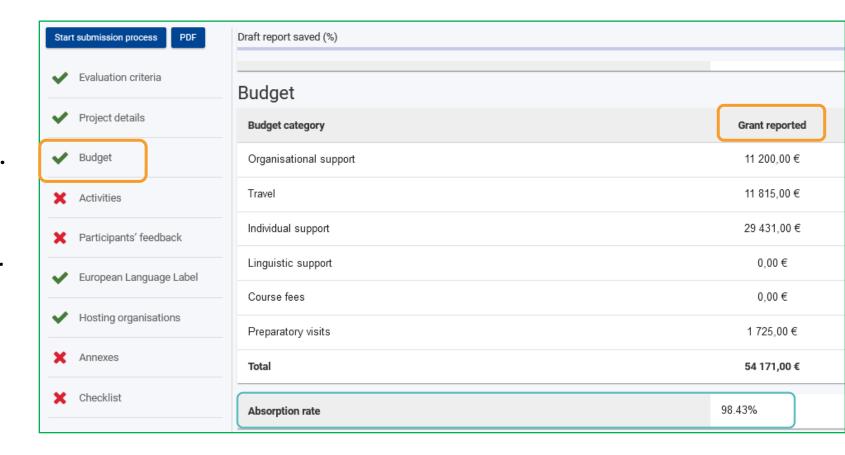
You should use questions in this section to show to t provided. In your replies, you should focus on providi participants, that you have kept your Erasmus Plan o

Please pay particular attention to explanations linke

Priority activities are those that have carried addition activities fall in the priority category, please consult to

Budget

- The Budget section provides a high-level overview of the Total awarded budget and the Total reported budget, as well as various project costs.
- All information is read-only.
- If changes are required, you must make them in the other sections of the projects affecting the budget.
- Please explain why you were not able to use the entire awarded grant?



Feedback

- The following question represents your feedback to the European Commission about application, implementation and reporting procedures for your Erasmus+ project.
 When answering this question, please take into account the opinion of organisations involved in your project.
- Do you consider that the procedures applicable to your project were proportionate and simple?* Yes/ No





Add the Declaration on Honour



Declaration on Honour and Signature

- The Declaration on Honour is mandatory for all projects, and you must use the template provided with the report for each project
- Must be signed by the legal representative of the institution
- National ID number or stamp are not required

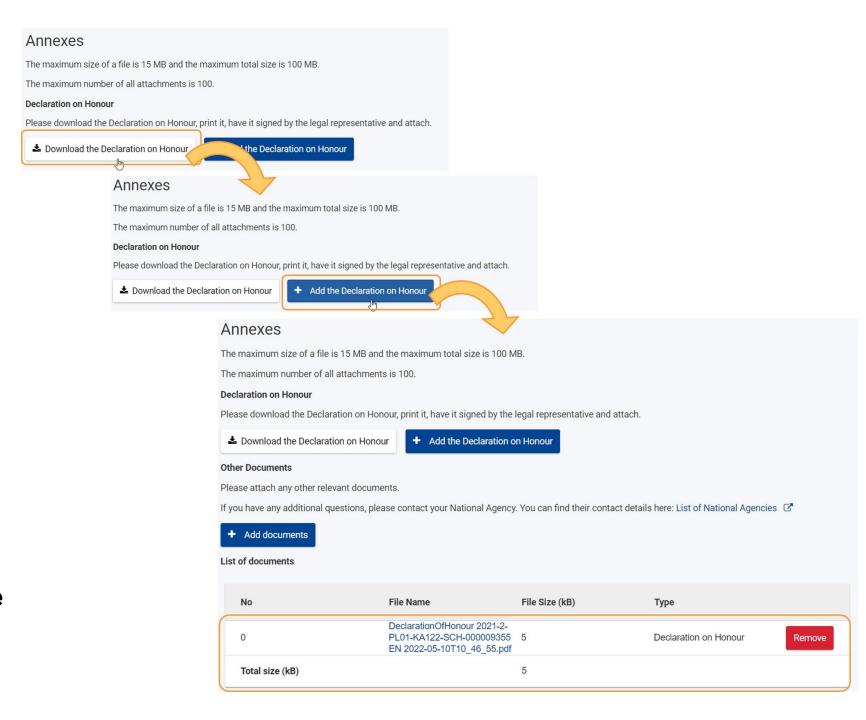
Beneficiary Declaration on Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

Place:	Date (dd-mm-yyyy):				
Name of the beneficiary organisation:					
Name of legal representative:					
Signature:					
National ID number of the signing person (if requested by the National Agency):					
Stamp of the beneficiary organisation (if applicable):					

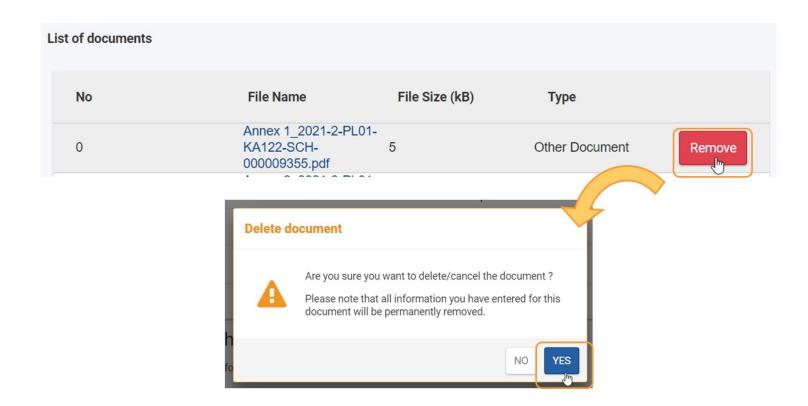
Declaration on Honour

- Click the Download the Declaration on Honour button and follow the onscreen instructions to save the template locally.
- Click on the Add the Declaration on Honour button and follow the onscreen instructions to locate and upload the declaration file.
- The file will be available in the List of documents.



Remove document

• If you want to delete a file from the list, click on the **Remove** button next to the desired file, then click on **YES** in the confirmation pop-up window to confirm the deletion.

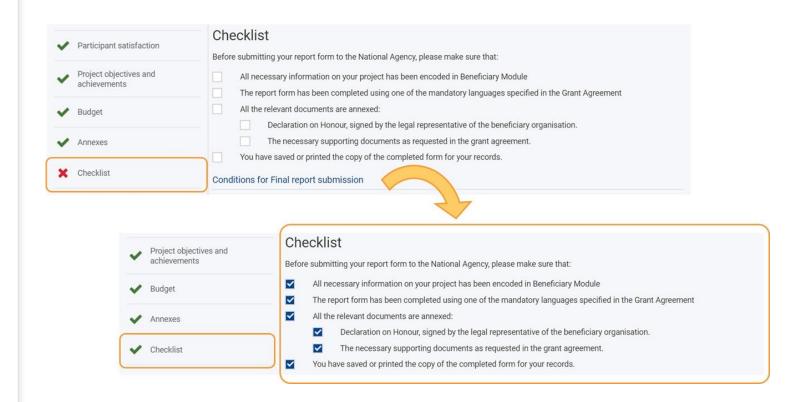


Check and Submit



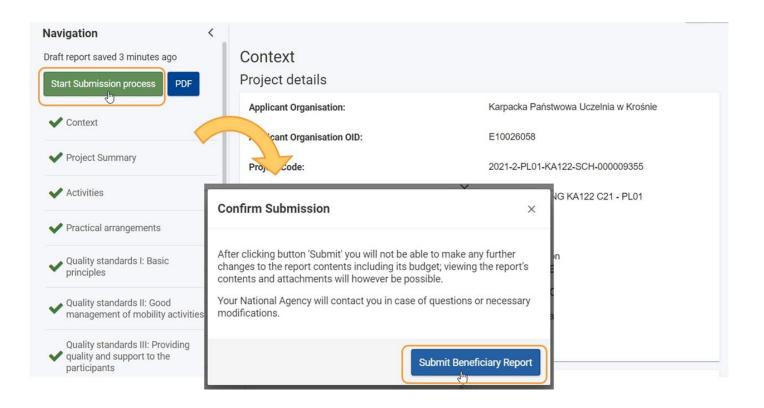
Check the Conditions for Final report submission

- All mandatory fields in the report have been filled in.
- The Reported Budget is greater than zero.
- All mobility activities and group activities in the project are in status Complete.
- The Declaration on Honour and all other mandatory annexes (where applicable) have been uploaded.
- The Checklist has been fulfilled.



Start submission process

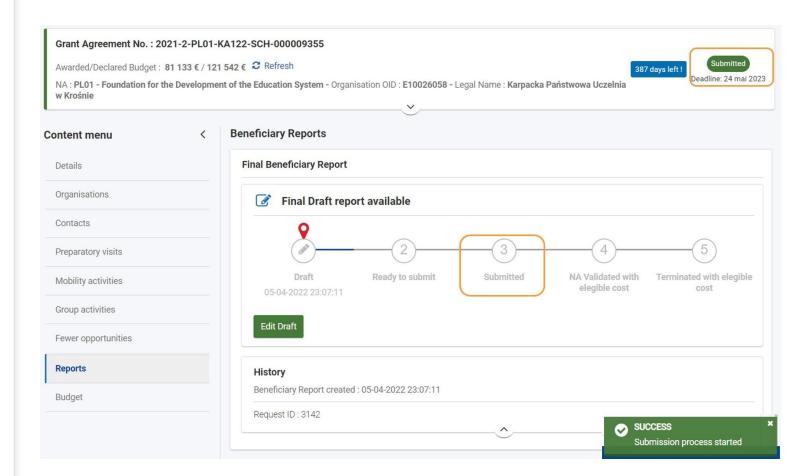
- The Start submission process button is available both at the top of the screen, in the Navigation panel, and at the bottom of the screen, under the Conditions for Final report submission.
- It is only active if all conditions for the report submission are fulfilled, as explained above.
- Click on the Start submission process button, read the information in the pop-up window, then click on Submit Beneficiary Report to confirm the submission.



Report is "Submitted"

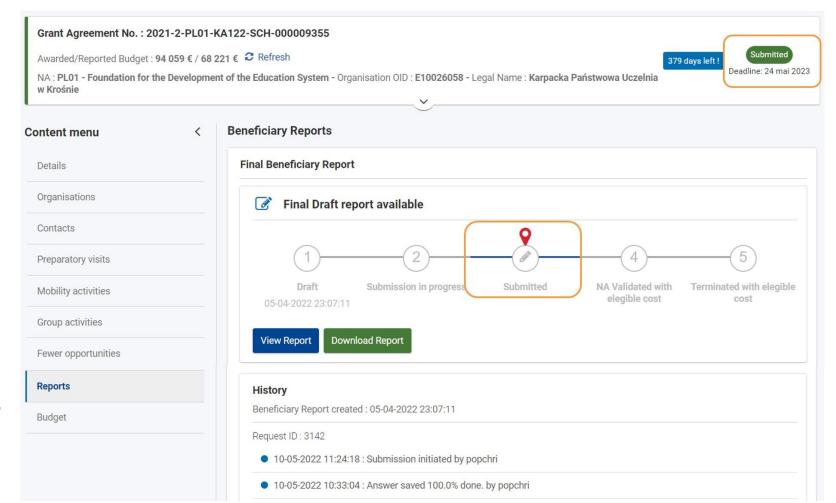
Once the report is submitted:

- a success message is displayed, indicating the submission has started
- the report status changes from Draft to Submission in progress, then to Submitted. You may need to refresh the page to view the latest status
- the project status changes from Project ongoing to Submitted once the report is successfully submitted to the National Agency
- the project is locked and no further changes are allowed



Successful submission

Here is an example of the Beneficiary Reports screen after successful submission of the report.



Other documents

- Other documents will not be attached to the Final report. These situations include for example: Green travel, Inclusion support, High travel expences and Exceptional costs for visas etc.
- The beficiary will need to keep the documents for a possible system check by the National Agency of EU Commission.
- Documents like Learning Agreements, Mobility contracts between the benificiary and the student/staff member, attendance certificates will not be added to the Final Report.

Muut liitteet

- Todellisten kulujen (Real costs) osalta edunsaaja säilyttää tositteet mahdollista tarkastusta varten oppilaitoksessa/ organisaatiossa
- Loppuraporttiin ei liitetä kuitteja, kirjanpidon otteita tai vakuuksia vihreän matkustamisen tai osallisuuden osalta (Green travel, Inclusion)
- Loppuraporttiin ei liitetä kuitteja tms. korkeiden matkakulujen tai poikkeuksellisten kulujen osalta (Exceptional costs for expensive travel, Exceptional costs for visa and other entry requirements)





Deadlines

KA121-VET Projects			
Start date	End date	Duration (months)	Final report deadline
1.6.2023	31.5.2025	24	31.7.2025
1.6.2024	31.8.2025	15	30.10.2025
1.6.2024	31.5.2026	24	31.7.2026





Loppuraporttien lähettäminen kansalliseen toimistoon



Lähestyvän kesälomakauden vuoksi pyytäisimme toimittamaan loppuraportteja seuraavasti:

- Jos hankkeesi päätyy 31.5., jätä raportti toukokuun loppuun mennessä
- Jos hankkeesi päättyy 31.8., jätä raportti aikaisintaan elokuussa

Nämä ovat suosituksia! Näin saisimme porrastettua raporttien palautusta ja saisimme raportit myös tarkastettua nopeammalla aikataululla.





European Language Label Award (ELL)



European Language Label Award (ELL)

- Innovative initiatives in language teaching and learning
- Specific objectives of the European Language Label are to:
 - Promote excellence in the teaching of foreign languages
 - Help raise the standards of language teaching across Europe
 - Raise awareness about European cooperation in the field of language teaching and learning across all educational sectors.





European Language Label

- You can choose to apply European Language Label, when sending final report
- The information given here will not affect the evaluation of your final report

European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here:

here

Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

1. Award principle 'Thematic priorities'

 How did your project address the European Language Label thematic priorities?





2. Award principle 'Comprehensive and creative approach'

- How was your project comprehensive in terms of language learning and teaching?
- How did your project use available resources in a creative way to stimulate language learning from an early age?
- How did your project explore innovative, previously unknown approaches appropriate for the learners in the target group?
- How did your project use linguistic diversity to improve understanding of other cultures by means of language learning?





3. Award principle 'Impact and dissemination'

- How does your project help increase the motivation learners and teachers, or develop positive attitudes towards language learning and linguistic diversity?
- How can your project be a source of inspiration for others? How can its approach be transferred for use with other target groups or in other fields?
- Did your project lead to a quantitative or qualitative improvement in the teaching and learning of languages in your local or national context? If yes, please explain how.





Kiitos!

