



# TURING

# SCHEME

The UK's global programme  
to study and work abroad

## The Turing Scheme Application Guide

Version 1 | February 2022

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## Introduction

This guide has been produced to help organisations register and plan their applications for the academic year 2022 to 2023 and is applicable for all three sectors eligible to take part in the Turing Scheme: Higher Education (HE); Further Education (FE) & Vocational Education and Training (VET); and Schools.

From 28 February 2022, you are invited to register your interest in applying for funds at [www.turing-scheme.org.uk](http://www.turing-scheme.org.uk) and:

- Register to apply for funding.
- Start planning your organisation's application.

To help you to start planning your organisations application you should read this guide in conjunction with the Turing Scheme [Programme Guide](#) as this provides essential information for organisations considering applying for Turing Scheme funding For example, eligibility criteria and qualitative assessment criteria, assessment procedures and formal requirements.

This guide has 4 key sections.

- [Before you apply](#) – check your organisation's eligibility.
- [Register your account](#) – complete the online registration process.
- [Preparing your application](#) – outlines all the key information you need to start preparing your application.
- [Completing the online application form](#) – the content of this section will be updated prior to the application form going live on 31 March 2022 and will provide a step-by-step guide on how to complete the online application form. If you have completed the 'register your account' process we will email you when you the online application portal is live.

The application portal will launch on 31 March 2022. You can then input your application using the online system ahead of the application deadline for your sector:

Sector	Application deadline (as of publication date)
Higher Education	4:00pm Friday 29 April 2022
Further Education and Vocation Education and Training	4:00pm Friday 29 April 2022
Schools	4:00pm Friday 29 April 2022

## Before you apply

### Check your eligibility

Each sector has number of eligibility criteria that you should consider before starting your application.

Please ensure that you have read the following sections of the [Programme Guide](#) to assess whether your project is eligible:

- Eligible sending organisations.
- Eligible receiving organisations.
- Eligible participants.
- Mobility types.
- Minimum and maximum durations.

Students, learners, and pupils are not able to apply directly for the Turing Scheme and should contact their university, school, college or vocational education and training provider to find out about Turing Scheme opportunities.

### Register your account

To apply for Turing Scheme funding, you must first register an account via the [Turing Scheme](#) website home page. A step-by-step guide on how to register is provided at [Annex A](#).

The screenshot shows the homepage of the Turing Scheme website. At the top left is the UK Government logo. Below it, the text 'TURING SCHEME' is displayed in a large, bold font, with 'The UK's global programme to study and work abroad' underneath. A navigation menu includes links for 'ABOUT', 'FUNDING OPPORTUNITIES', 'PROJECT COMMUNITY', 'LATEST', and 'CONTACT US'. On the right side, there are social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn, along with a search icon and a user profile icon. The main content area features a large teal banner with the text 'WELCOME TO THE TURING SCHEME' and a sub-headline: 'The UK's global programme for studying, working and living abroad, offering once-in-a-lifetime opportunities for personal and professional development for students.' A yellow-bordered box highlights the text: 'ORGANISATIONS CAN NOW REGISTER FOR THE TURING SCHEME 2022-23'. The background of the banner shows a photograph of two young people, a woman and a man, looking at a laptop screen in a library or study area.



## Preparing your application

In preparation for the online application form going live on 31 March 2022, you are strongly encouraged to start preparing and planning your application. To do this you will need to prepare:

- your [project summary](#).
- your answers to the eleven [qualitatively assessed questions](#).
- your [mobilities](#), including mobility types, destinations, durations, and number of learners.

As part of the application process, you will be required to complete and upload the Financial Management and Governance Declaration, signed by your Chief Finance Officer, or someone with appropriate delegated authority. This document provides a due diligence check of your financial governance, internal controls, and risk management processes in place in preparation for managing Turing Scheme funding. You must have all appropriate provisions in place prior to any funded activity commencing. A copy of the Financial Management and Governance declaration can be found at Annex E of the [Programme Guide](#) and the declaration is to be uploaded as a part of the application process.

If you are not the education provider for your learners, but your expertise facilitates education mobilities, for example you are a 3<sup>rd</sup> party provider, you will be required to submit evidence of a partnership with at least one college or school. This could be in the form of a letter of intent, signed by the education provider, outlining a commitment to work together to facilitate and deliver some (or all) of the Turing Scheme mobilities outlined in your application. You will be required to upload your evidence as a part of the application process.

If you are applying as a mobility consortium you will be required to provide details of the organisations involved in the consortium bid, for example, the organisation(s) name. You will also be required to provide a summary for how the consortium co-ordinator is linked to the educational organisations involved in your project. There is a 500-word limit for this summary.

You may also wish to consider your internal approvals process needed prior to submitting your application. For example, you will need to provide the contact details of your legal representative who is authorised to enter into a legally binding commitment on behalf of your organisation. Your named legal representative will be required to complete a declaration of honour stating they are authorised to represent your organisation. Please ensure that the legal representative's details are consistent throughout the application form. We strongly recommend that the person acting as the legal representative is different from your main point of contact. **Please note:**

- word counts are the maximum length permissible for written responses. Assessors will not penalise shorter responses if they cover all the key requirements. Punctuation does not count towards the word count.
- we will only accept applications written in English. Applications submitted in any other language will be rejected.

## Project summary

You will be required to provide a summary of your project. The summary has a 500-word limit, and you should include information on all key elements of the project, including its context, objectives, participant profile, mobilities and the potential longer-term benefits for your learners and your organisation. You should also explain how you will choose your destination countries and partner organisations. The project summary will not be qualitatively assessed but you should ensure it is written in plain English, comprehensive and addresses all the key requirements.

**Please note** we may publish your case study on the Turing Scheme website or include in promotional materials.

## Qualitatively assessed questions

You will be required to provide answers to eleven questions, under four distinct headings.

Each question has a 500-word limit and further guidance on what to include in your written answer can be found in [Annex B](#).

Your answers to these questions will be qualitatively assessed and will form an important part of the assessment process.

	Qualitatively assessed questions	Scoring
<b>Positive impact and value for money</b> 30/100	What are the aims and objectives of your project and how do they link to your organisation's priorities?	10/100
	What kind of learning outcomes do you expect your learners to gain?	5/100
	How will your project further impact your learners?	5/100
	Describe how you will review placements for continuous improvement.	5/100
	How does your project deliver value for money and align with the wider government priorities?	5/100
<b>Levelling up</b> 30/100	How will you ensure your project's selection process is fair and offers equal access to overseas placements?	15/100
	How will you support your learners who are disadvantaged, from under-represented groups or those with additional educational needs?	15/100
<b>International engagement</b> 20/100	How will your project improve existing partnerships or encourage new relationships across the world?	10/100
	What are your partners' key responsibilities when delivering your project, including the individual activities they will work on?	10/100
<b>Design of project plan</b> 20/100	How will you manage the mobilities?	10/100
	How will you monitor performance against your plan during the project lifecycle?	10/100

Assessors will make a judgment on the extent to which your answers meet the defined criteria. Their judgment will be based solely on the information you provide, and the assessors will not assume or augment information that is not explicitly provided by you.

## Planning your mobilities

When planning your mobilities, you will need to identify the following:

- type of mobility. For example, a traineeship, a study mobility or to attend a skills competition.
- the month and year that your anticipated mobilities are expected to start.
- how many learners will take part, including number of learners from disadvantaged backgrounds or those with special education needs (SEN) and/or disabilities.
- the duration of mobilities.
- the planned destination. As destinations are grouped into three categories, Group 1 (high cost of living), Group 2 (medium cost of living), Group 3 (lower cost of living), please refer to the [Programme Guide](#) to see which group your destination comes under.
- the distance between you, the sending organisation and destination organisation. Please use Google Maps to calculate the distance.
- any additional costs your learners may be eligible for.
- how far in advance [the anticipated point of expenditure] you require funding to be disbursed to you.

Where you are sending a collection of learners, who are undertaking the same type of mobility, in the same month, to the same destination these will be captured under one Mobility Group. Please see [Annex C](#) for an overview of the data fields you will need to input for each Mobility Group. The data inputted will not be scored however, assessors may reduce your cost estimations where they are judged to be excessive or a reject a Mobility Group if it does not meet the eligibility criteria.

You will be required to provide a high-level summary of the Mobility Groups that are starting each month. The summary should outline the aims and objectives of the placement and what the learners will do.

If you are applying for funding for under the School or FE/ VET funding stream, you will be asked to confirm if there will be accompanying safeguarding staff. You will be required to enter the number of accompanying staff and a summary of what they will be doing.

Funding, calculated on a per learner basis will be automatically calculated based on the information you provide and will be summarised and visible to you as part of the Project Plan. For cost categories paid based on actual costs (e.g., exceptionally expensive travel), you will be required to provide a breakdown and justification for the costs you include in your application.

**Please note:** The eligibility for grants vary between the different education sectors, so please ensure you familiarise yourself with grant rates in the [Programme Guide](#).



## Project Plan

Your Project Plan will be automatically generated and will provide a schedule for your project based on the information you have provided. You will be able to review your project plan at the end of the application journey and it will summarise:

- key dates for your project.
- start and end dates for mobilities.
- payment dates for organisational support and mobility funding.

You will have the opportunity to review and confirm your answers before formally submitting your application.

**Please note** that applications may not be resubmitted - we will accept the first submission of an application only.

## Further help and advice

If you have a query that cannot be resolved by the published guidance or content on the website, you can get in touch with us by e-mail:

[Turing-scheme@capita.com](mailto:Turing-scheme@capita.com)

## Completing the online application form

We will issue further guidance on how to complete the online application form by 31 March 2022.

## Annex A – How to Register on the Scheme’s Portal


This Annex contains detailed guidance on how to register on the system and complete your profile ahead of the application submission window opening on 31 March 2022.

Visit the [Scheme portal](#) to start your registration.

### Pre-registration eligibility

Before you can register on the system, please complete the pre-registration eligibility question.

1. Answer the question below. You will only be eligible to register if you answer **Yes**. Press ‘Continue’.

 UK Government

**Turing Scheme**  
Sign in

**TURING**  
**SCHEME**  
The UK's global programme  
to study and work abroad

### Are you applying as a legal entity?


Legal Entity: a company or organisation that has legal rights and obligations. For example, it is registered with either Companies House and/or The Charities Commission and, as such, can enter into contracts.

Yes

No

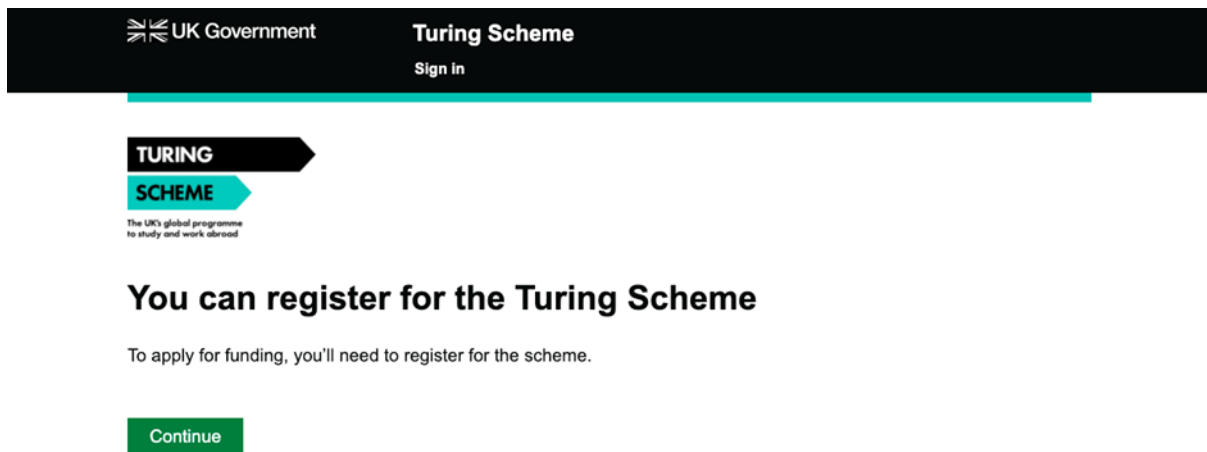
[Continue](#)

[Privacy notice](#) [Cookies](#) [Accessibility statement](#) [Terms and conditions](#)

  
© Crown copyright

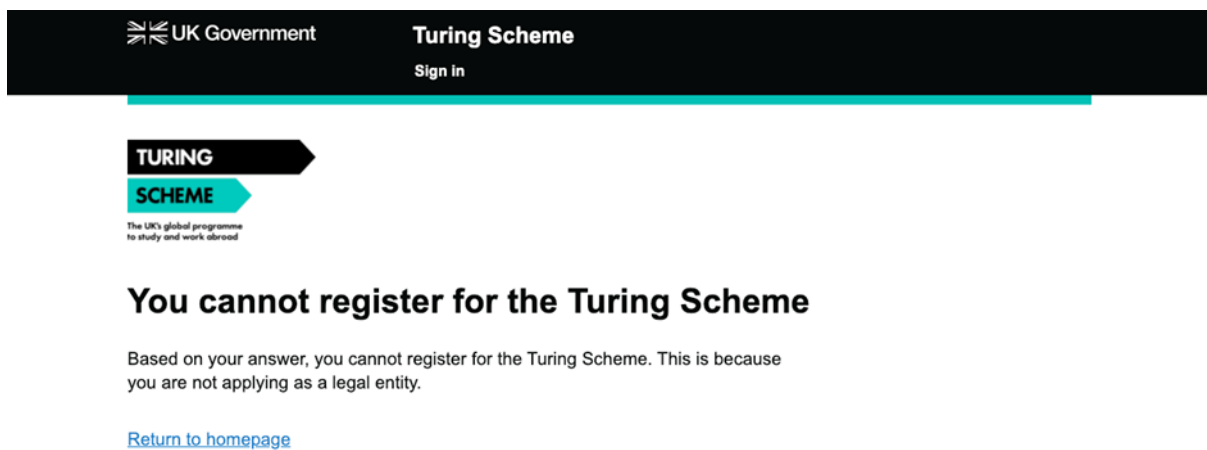
**OGL** All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

- If you answered **Yes** on the previous screen, you will see confirmation that you can register for the Turing Scheme. Click on 'Continue' to register. You will be taken to the Account registration screen.



The screenshot shows the top navigation bar with the UK Government logo, 'Turing Scheme' title, and a 'Sign in' link. Below the navigation is the Turing Scheme logo, which includes the text 'TURING SCHEME' and 'The UK's global programme to study and work abroad'. The main heading is 'You can register for the Turing Scheme'. Below this is a paragraph: 'To apply for funding, you'll need to register for the scheme.' At the bottom is a green button labeled 'Continue'.

- If you answer **No**, you will see the following message, as you are not eligible to register for the Turing Scheme.




The screenshot shows the top navigation bar with the UK Government logo, 'Turing Scheme' title, and a 'Sign in' link. Below the navigation is the Turing Scheme logo, which includes the text 'TURING SCHEME' and 'The UK's global programme to study and work abroad'. The main heading is 'You cannot register for the Turing Scheme'. Below this is a paragraph: 'Based on your answer, you cannot register for the Turing Scheme. This is because you are not applying as a legal entity.' At the bottom is a blue link labeled 'Return to homepage'.

## Account Registration

Please follow the steps below to register on the scheme's portal. Once registered you will be able to apply for the Turing Scheme from 31 March 2022.

1. Complete all the fields and then select the green 'Create account' button.

 UK Government

**Turing Scheme**  
Sign in

**TURING**  
**SCHEME**  
The UK's global programme  
to study and work abroad

### Create account

Organisation type

Title (optional)

First name

Last name

Email address  
You'll use this for signing in and receiving notifications

Create password  
Your password is case-sensitive and needs to contain:

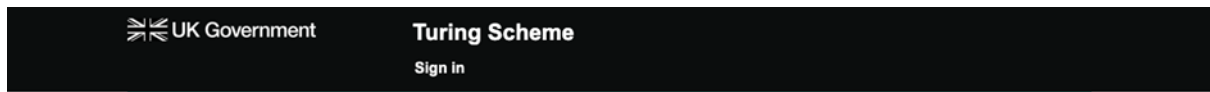
- at least 8 characters
- at least 1 lower case letter
- at least 1 capital letter
- at least 1 number

Privacy policy  
I have read and understood the [privacy policy](#)

I agree

**Please note** that once registered, your email address will form your login username and cannot be changed.

4. You will then be asked to verify your email. Check your inbox and spam/junk folder for the verification email.

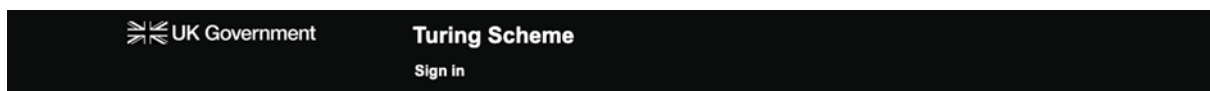


## Verify your email address

We've sent you an email with a link to verify your email address. You will be able to sign into your account when you have verified this.

If you did not receive this email, check your spam folder or try again.

5. Once you have verified your email address you will receive the following confirmation. Click on the green 'Sign In' button.



## Account verified

Your account has been successfully verified. You can sign in with your registered email address and password.

[Sign in](#)



- At the Sign in screen, enter your registered email address and password, and select 'Sign in'.

UK Government **Turing Scheme**  
Sign in

**TURING**  
**SCHEME**  
The UK's global programme to study and work abroad

## Sign in

Email address

Password

▼ [Need help signing in or creating an account?](#)

**My password is not working**  
You can [reset your password](#) if you have forgotten it.

**I do not have a Turing Scheme account**  
[Find out if you can register for the Turing Scheme.](#)

**Sign in**

If you have forgotten your password, you can reset your password here. If you don't have a Turing Scheme account, more information is available via the link shown in the image . Once you are logged in, you will see your dashboard. You will need to complete your profile to apply for funding. Click on the 'complete your profile' link.

UK Government **Turing Scheme**  
Dashboard Profile Contact us Sign out

**TURING**  
**SCHEME**  
The UK's global programme to study and work abroad

Dashboard  
**Welcome Dr Jane Doe**

### What you need to complete

Profile  
You need to [complete your profile](#) before you can apply for funding.

Find out more about completing your profile in the next section.

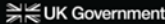
## Complete your profile

You can edit your profile details by clicking on the Edit button at the bottom of the page.

### Contact person details

These details will be used by us as the first point of contact for your application.

1. Update the 'Position in organisation' and 'Telephone number' fields.

 **Turing Scheme**

[Dashboard](#) [Profile](#) [Contact us](#) [Sign out](#)

**TURING**  
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[< Back](#)

### Edit profile

#### Contact person details

Title (optional)

First name

Last name

Position in organisation

Email address  
You'll use this for signing in and receiving notifications

Telephone (incl. country code and area code)

## Organisation details

### Guidance on registration numbers

- Unique Schools Reference Number - the unique identifier allocated to providers by the [UK Register of Learning Providers \(UKRLP\)](#).
- SEED number (Scotland).
- Institutional Reference Number (Northern Ireland).
- Companies House registration number.
- Charities Commission registration number.

1. Enter your organisation type, name, registration number and address in the relevant fields.

#### Organisation details

Organisation type

Higher education institutions (HEIs) ▼

Organisation name

Registration number

Country or territory

Select country or territory ▼

Region

Select region ▼

Registered office address line 1

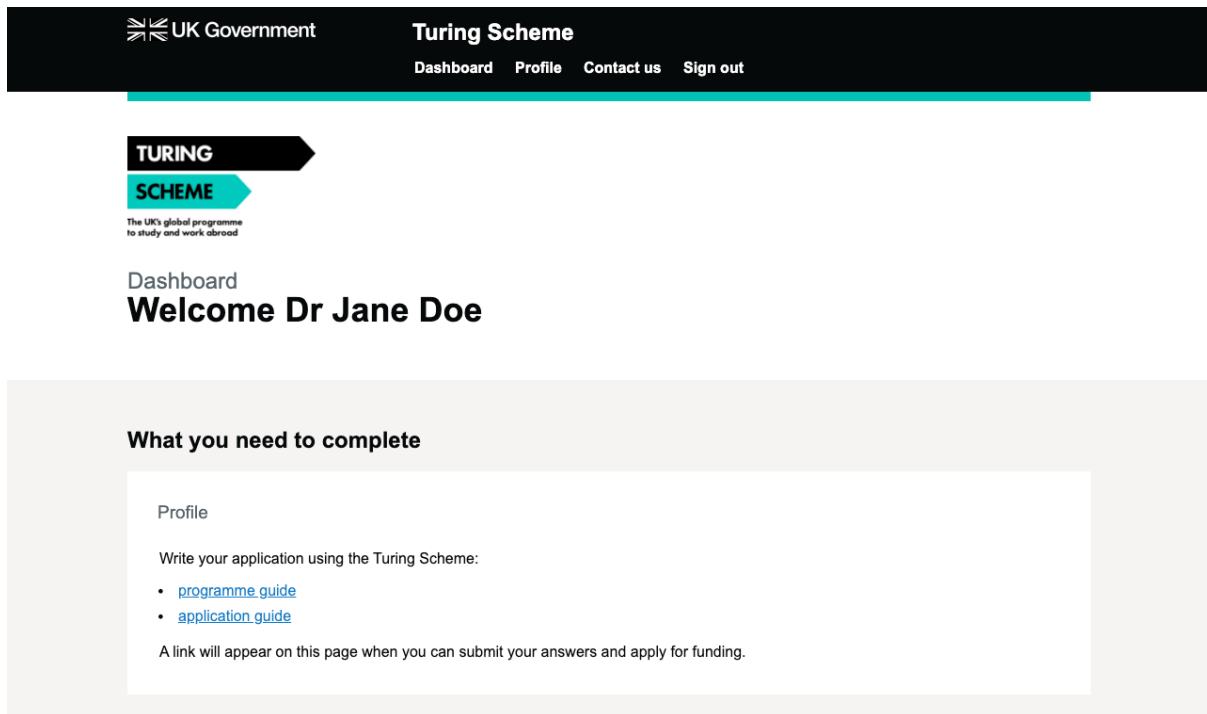
Registered office address line 2 (optional)

Town or city

Postcode

Save changes

7. When you have completed the fields select 'Save changes'. You will automatically be taken to the dashboard. If your profile is complete, you will see the following in the 'What you need to complete' section:



The screenshot shows the Turing Scheme dashboard for a user named Dr Jane Doe. The top navigation bar includes the UK Government logo, the Turing Scheme title, and links for Dashboard, Profile, Contact us, and Sign out. The main header area features the Turing Scheme logo and the text 'The UK's global programme to study and work abroad'. Below this, the user is welcomed to the dashboard. The 'What you need to complete' section is highlighted, showing a 'Profile' status and instructions to write an application using the Turing Scheme, with links to the programme and application guides. A note indicates that a link to start the application will appear when the window is live on 31 March.

UK Government

**Turing Scheme**

Dashboard Profile Contact us Sign out

**TURING**

**SCHEME**

The UK's global programme to study and work abroad

Dashboard

**Welcome Dr Jane Doe**

**What you need to complete**

Profile

Write your application using the Turing Scheme:

- [programme guide](#)
- [application guide](#)

A link will appear on this page when you can submit your answers and apply for funding.

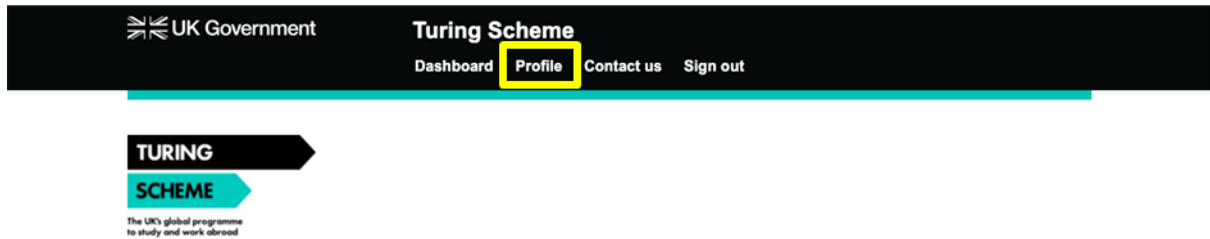
From your dashboard, you can download the Programme Guide and Application Guide to prepare your application for submission.

When the application window is live on 31 March, a link will be displayed for you to start your application.

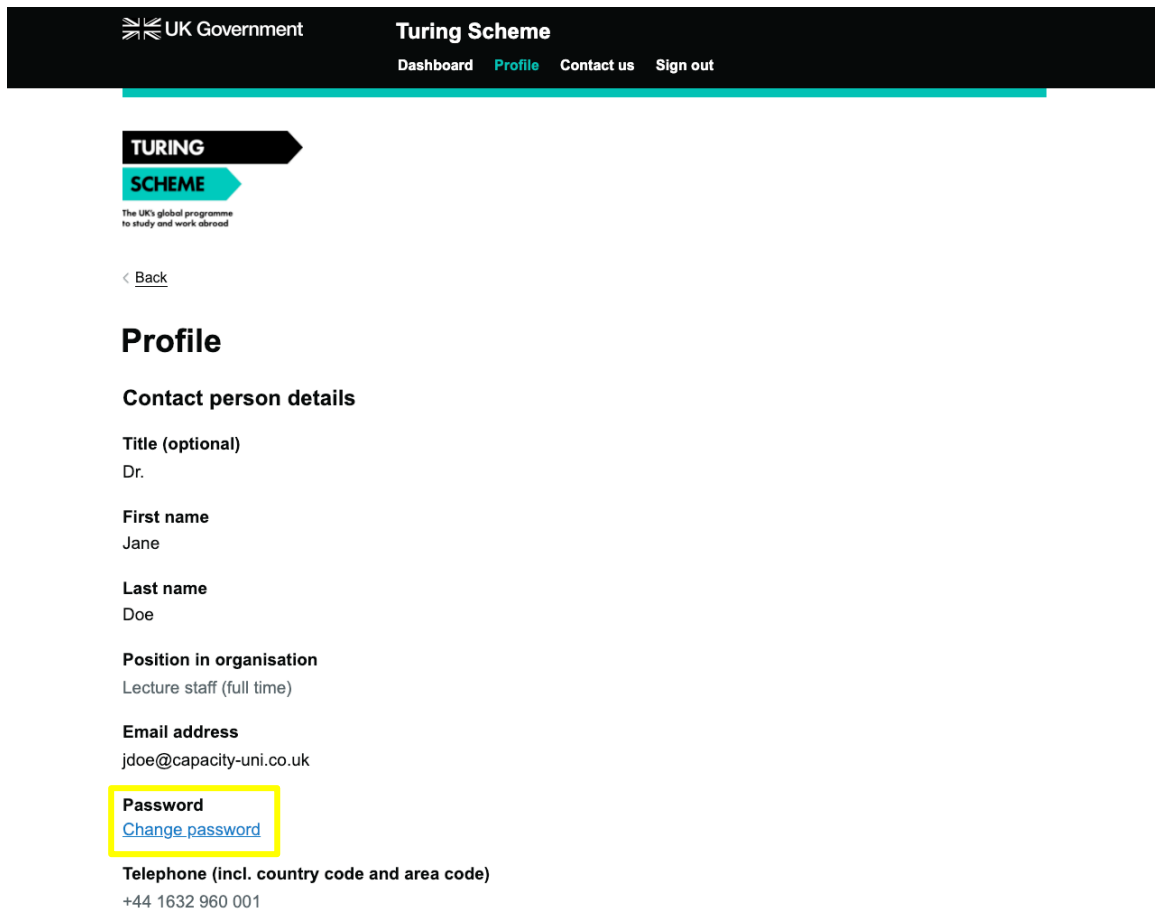
## Change your password

To change your password, you need to be logged in the [Scheme's portal](#).

1. After you have logged in to the portal click on 'Profile' then change your password as per the image below.




8. When your profile displays, click on Change Password under the Password section.





- To change your password, enter your current password, then your new password. Click 'Save' to confirm the change.

 UK Government

**Turing Scheme**

[Dashboard](#) [Profile](#) [Contact us](#) [Sign out](#)

**TURING**

**SCHEME**

The UK's global programme to study and work abroad

[Back](#)

## Change password

Your new password is case-sensitive and needs to contain:

- at least 8 characters
- at least 1 lower case letter
- at least 1 capital letter
- at least 1 number

Current password

New password

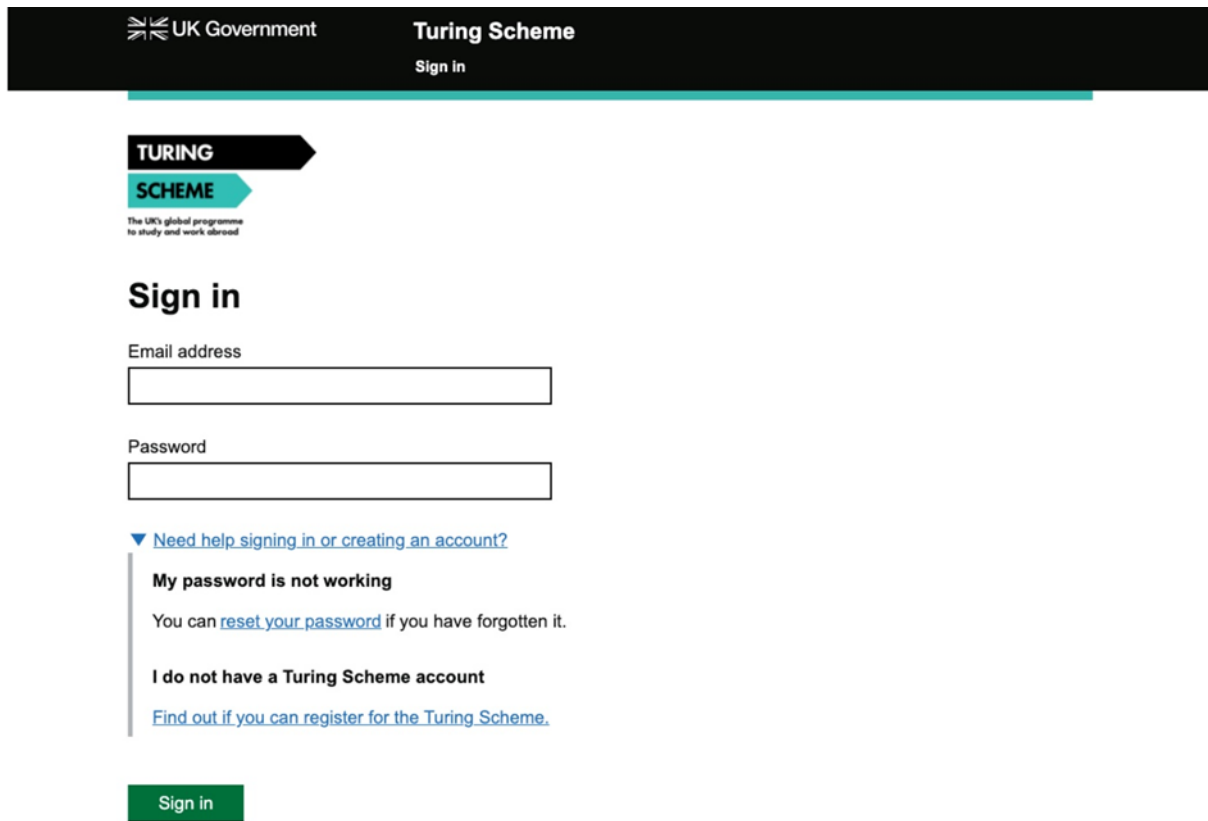
  

[Save new password](#)

## Forgotten your password

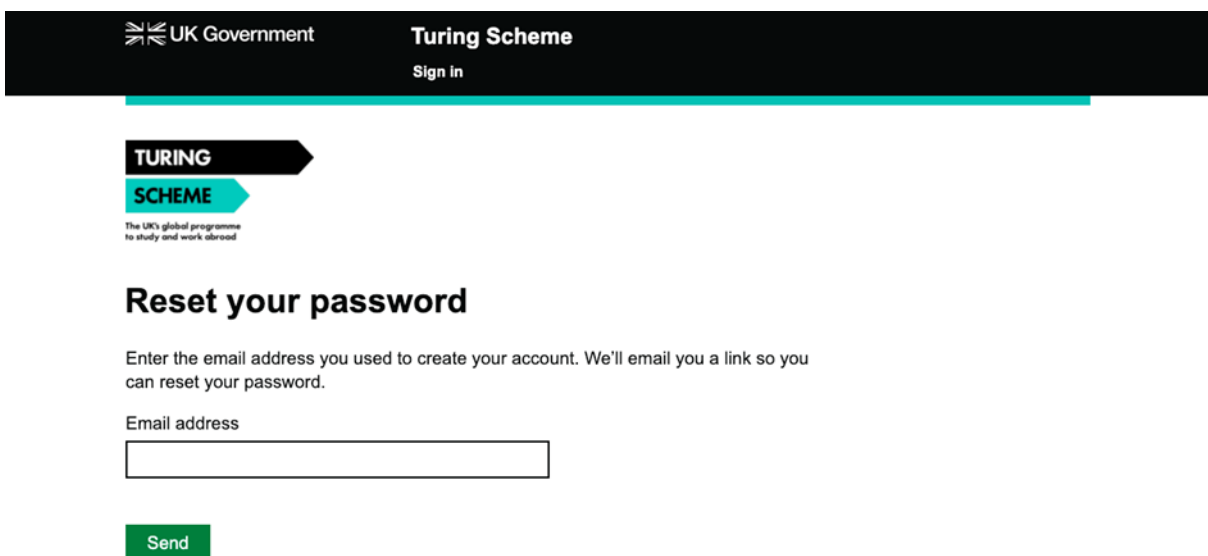
You can change your password from the from the Sign in screen.

1. Select the 'reset your password' link.



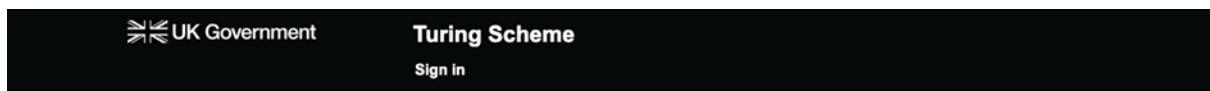
The screenshot shows the Turing Scheme Sign in page. At the top, there is a black header with the UK Government logo and the text 'UK Government', 'Turing Scheme', and 'Sign in'. Below the header, the 'TURING SCHEME' logo is displayed, followed by the tagline 'The UK's global programme to study and work abroad'. The main heading is 'Sign in'. There are two input fields: 'Email address' and 'Password'. Below these fields, there is a link: 'Need help signing in or creating an account?'. Underneath this link, there are two sections: 'My password is not working' with the text 'You can [reset your password](#) if you have forgotten it.' and 'I do not have a Turing Scheme account' with the text 'Find out if you can register for the Turing Scheme.'. At the bottom, there is a green 'Sign in' button.

2. Input your email address and click 'Send'.



The screenshot shows the Turing Scheme 'Reset your password' page. At the top, there is a black header with the UK Government logo and the text 'UK Government', 'Turing Scheme', and 'Sign in'. Below the header, the 'TURING SCHEME' logo is displayed, followed by the tagline 'The UK's global programme to study and work abroad'. The main heading is 'Reset your password'. Below the heading, there is a paragraph: 'Enter the email address you used to create your account. We'll email you a link so you can reset your password.'. There is an input field labeled 'Email address'. At the bottom, there is a green 'Send' button.

- The message below will be displayed on screen.

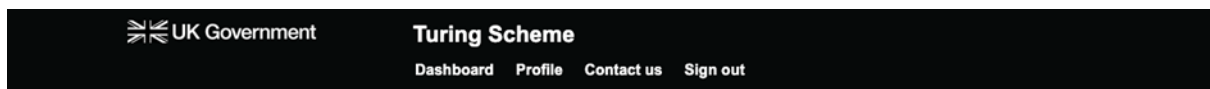


## You've requested to reset your password

We've sent you an email with a link to reset your password.

If you did not receive this, check your spam folder or try again.

- Check your inbox and spam/junk folder for the verification email.
- When you receive your email, click on the link. You can then create a new password. Click 'Change Password' to save.



[Back](#)

## Reset your password

Your new password is case-sensitive and needs to contain:

- at least 8 characters
- at least 1 lower case letter
- at least 1 capital letter
- at least 1 number

New password

Confirm new password

[Change password](#)

## Annex B – Qualitative Criteria

This Annex contains further information on the eleven qualitative questions. All questions have a 500-word limit.

### Positive impact and value for money

Projects should offer unique, career-building opportunities. They should give the hard and soft skills sought by employers and bridge the gap between education and work.

There are five questions in this section. Each question is independently weighted, and this section has an overall weighing of 30/100.

#### **Question: What are the aims and objectives of your project and how do they link to your organisation's priorities?**

Your answer to this question will be scored out of 10.

You should describe how the planned mobilities are clearly relevant to the targeted learners and how they will help deliver the project's aims and objectives. Your answer should also refer to:

- your organisation's needs and strategic development goals.
- your organisation's plans for international engagement.
- how the activities will benefit target groups of learners.
- how the project objectives will be verified and measured to determine success.

#### **Question: What kind of learning outcomes do you expect your learners to gain?**

Your answer to this question will be scored out of 5.

You should describe:

- how the project will address your learners needs.
- how their needs are placed at the centre of the project and consideration is given to the expected learner outcomes, for example, improved educational attainment and soft skills.
- how the learning outcomes of the participants will be assessed and recognised.
- any recognised qualifications the placement will contribute to.
- how longer-term activities will result in better outcomes or value for money than a shorter-term placement.

#### **Question: How will your project further impact your learners?**

Your answer to this question will be scored out of 5.

You should describe:

- how your project will impact participants. For example, improved knowledge, newly acquired or developed skills, exposure to innovation, improved social mobility and changes

in attitude or behaviour.

- how learning outcomes will be measured and verified.
- how you will evaluate the outcomes and use this information to improve future activities.

**Question: Describe how you will review placements for continuous improvement.**

Your answer to this question will be scored out of 5.

You should describe:

- the process your organisation will follow to review whether an activity has met its aims.
- your methods for evaluating the outcomes of the project and how you will ensure lasting impact
- the evaluation activities you will use to check if the project has achieved its objectives. To do this you can use systems such as SMART objectives, where your project objectives are specific, measurable, achievable, realistic, and timebound.

Evaluation should be an ongoing process and should be incorporated into the management processes to help establish baselines and highlight areas for quality management. For example, evaluation may take place after the first international activities to see if any improvements can be made for the next activities.

**Question: How does your project deliver value for money and align with the wider government priorities?**

Your answer to this question will be scored out of 5.

You should describe:

- the economic benefits your project will provide to your learners, your organisation, and your wider community, in the short, medium, and long-term.
- how the funding will offer better opportunities, and why your activities would not be possible without this funding.

## Levelling Up

This section is about how your project supports social mobility and widens access across the UK. Projects should help and promote equal access and opportunities to all learners regardless of their background or circumstances. Widening access to disadvantaged groups is a focus of the Turing Scheme. For the definition, please refer to the Programme Guide.

There are two questions in this section. Each question is independently weighted, and this section has an overall weighing of 30/100.

### **Question: How will you ensure your project's selection process is fair and offers equal access to overseas placements?**

Your answer to this question will be scored out of 15.

You should describe:

- how you will promote opportunities to disadvantaged learners, learners from under-represented groups and learners with additional educational needs. This could include information about any promotional campaigns, including specific forms of communication, target areas and timescales
- if you have identified any target groups, explain why this group is relevant to the aims and objectives of the project. If your project is working with learners from disadvantaged backgrounds, you should explain how your selection process will include provisions for these learners to mitigate the obstacles they face.
- your methods and timelines for recruitment.
- how individual learners will be selected and how you will remove any obstacles, including organisational challenges. For example, you may want to ask potential participants to write a motivation letter expressing their interest and showing commitment to the programme. If the participants have already been selected, you will need to describe the selection criteria used.

You may use publicly available data to contextualize your organisation's operating environment or your student population.

### **Question: How will you support your learners who are disadvantaged, from under-represented groups or those with additional educational needs?**

Your answer to this question will be scored out of 15.

You should describe:

- how you will ensure that your learners needs are met and what support you will put in place before, during and after the placement. For example, arranging suitable accommodation or specialist equipment.



## International engagement

This section will cover the international scope of your project. You should demonstrate the quality or potential of your partnership, and its commitment to strengthening UK-international relations.

There are four questions in this section, but only two will be qualitatively assessed. This section has an overall weighing of 20/100.

### **Question: How will your project improve existing partnerships or encourage new relationships across the world?**

Your answer to this question will be scored out of 10.

You should describe:

- your organisation's international strategy and how your project will help you to achieve specific elements within it.
- how your project will help to forge new links globally, providing details of existing or potential partner organisations, and what benefit they bring to your organisation and your learners, and your wider sector.

You should provide clear reasoning on why you have chosen these specific partnerships and locations. Explain how your planned activities will address both the learners' and organisation's needs and achieve your project objectives.

### **Question: What are your partners' key responsibilities when delivering your project, including the individual activities they will work on?**

Your answer to this question will be scored out of 10.

You should describe how your organisation will engage with the participating organisations to ensure project outcomes are met.

### **Guidance specific to the HE sector**

Please provide information on the agreements you have with partners and what roles and responsibilities they will have. If to be decided, please provide details on how this will be agreed. Also explain how the partnerships will be monitored during the project, how you will communicate with your partners, and how you will evaluate the success of the partnerships.

You should include details of how and when you plan to communicate with your partner organisations and how the performance of the project will be assessed.

You will need to include information about what each of the partners will bring to the project in terms of their expertise, skills, and experience of working with the identified target group.

### **For FE/VET & Schools**

Please explain the role of each partner in the project and how duties have been assigned amongst the partner organisations. A focus on how the responsibilities have been distributed is important and there should be a balance based on organisational capacity and expertise, which should focus on quality project delivery.

You should include details of how and when you plan to communicate with your partner organisations and how the performance of the project will be assessed.

You will need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills, and experience of working with the identified target group.

**Please note:** The following two questions will not be assessed.

**Question: Are any of your activities with a reciprocal international mobility partner?**

This is a yes / no answer.

Reciprocal partnerships can include simple activities such as overseas individuals travelling to the UK as part of the partnership. Reciprocal activities do not need to be of similar scale, and it is recognised that you may not have final details at this stage.

Please select 'Yes' if you will have or expect to have a reciprocal partnership. Selecting 'Yes' will lead to a follow up question.

**Question: How many reciprocal learners do you expect to receive?**

Enter the confirmed or estimated number of reciprocal learners.

## Design of project plan

This section will cover the design of your project and the implementation and monitoring of activities. You should provide a justification for any decisions made as part of your project plan. Activities should be clearly defined, comprehensive and realistic.

There are two questions in this section, each question is equally weighted. This section has an overall weighing of 20/100.

### **Question: How will you manage the mobilities?**

Your answer to this question will be scored out of 10.

You should describe:

- how learners will be identified and prepared for the mobility.
- what support measures are in place to support all learners, including learners with fewer opportunities or additional educational needs.
- how the success of the mobilities will be evaluated.
- how you will gather feedback from learners to use for future improvement.

### **Question: How will you monitor performance against your plan during the project lifecycle?**

Your answer to this question will be scored out of 10.

You should describe:

- your methods for measuring and recording your progress measures. This could include how you will measure progress, what monitoring activities will take place and how often.
- how you will deal with any issues you identify.

## Annex C – Mobility Group Data Requirements

This Annex contains details of the data requirements needed for each Mobility Group.

### Data requirements applicable to all sectors

Mobility Group name
Mobility Group start Month & Year
Summary of Mobility Group aims and objectives and an overview of what the learners will do.
Type of mobility
Total number of learners in Mobility Group
Total number of Disadvantaged learner participants (subgroup of total learners)
Total number of learner participants with SEND (subgroup of total learners)
Duration of Mobility Group
Mobility Group destination country
If Mobility Group is eligible for travel costs, round trip distance range
If applicable, estimated additional costs to support learner participants with special educational needs and disabilities (SEND) (in £)
Reason for SEND costs
If applicable, estimated exceptional costs to support disadvantaged learner participants (in £)
Reason for exceptional costs
If applicable, estimated exceptionally expensive travel costs to support disadvantaged learner participants (in £)
Reason for exceptional costs

**Additional data requirements applicable to Further Education and Vocational Education and Training sector only.**

If applicable, number of learners who require linguistic support
If applicable, number of accompanying staff.
Reason for accompanying staff

**Additional data requirements applicable to School sector only**

If applicable, number of accompanying staff
Reason for accompanying persons