



AGENZIA NAZIONALE  
**ERASMUS+** | **INDIRE**

# Erasmus+ 2021-2027

## Azione Chiave 1 – Mobilità per l'apprendimento settore Educazione degli Adulti

### «Come presentare una candidatura per l'Accreditamento: webform»

Agenzia Nazionale Erasmus+ Indire  
**FRANCESCO DEL BROCCO**

**INFODAY KA120 ADU, Call 2025**  
**Firenze, 4 Settembre 2025**



[erasmusplus.it](https://erasmusplus.it)



UNIONE EUROPEA

# Erasmus+ **INFODAY** 2025

Giovedì 04 settembre, ore 14.30 - online

## Educazione degli Adulti

Accreditamento per progetti  
di Mobilità  
(Azione chiave KA120)

AGENZIA NAZIONALE

**ERASMUS+**

**INDIRE**



# Accesso al Modulo - Primo Passo - Account EU Login

## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Per registrare la vostra Organizzazione ed accedere al Modulo di Candidatura, **il richiedente deve disporre di un account EU-Login:**

- **Se si è già in possesso di un account EU Login non occorre creare un nuovo account e le credenziali rimangono invariate.**
- **Gli utenti che non possiedono un account EU Login devono crearlo accedendo al seguente sito:**

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

**N.B.: Il richiedente deve essere una persona interna all'Organizzazione, individuata per la gestione del Progetto.**

**E' fondamentale che le informazioni di accesso siano custodite e disponibili presso l'Organizzazione e non in disponibilità di una singola risorsa specifica, parliamo di un «Account Istituzionale».**

# Secondo Passo

## Erasmus+ and European Solidarity Corps Platform

AGENZIA NAZIONALE  
**ERASMUS+** INDIRE

<https://webgate.ec.europa.eu/erasmus-esc/index/>

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps Platform. The top navigation bar includes the European Commission logo, the text 'Erasmus+ and European Solidarity Corps', and a 'Home' button. On the right, there are links for 'Register or login' and a language selector set to 'EN'. A large blue arrow points upwards from the text 'CLICCARE QUI PER REGISTRARSI O ACCEDERE!' towards the 'Register or login' link. The main content area features a welcome message, a search filter sidebar, and two prominent buttons labeled 'Erasmus+' and 'European Solidarity Corps', each with a megaphone icon and the text 'View opportunities and start your application' and 'Opportunities'.

**CLICCARE QUI PER  
REGISTRARSI O ACCEDERE!**

**La piattaforma è l'unico punto di accesso (entry point) al Programma Erasmus+ 2021-2027**

## Terzo Passo – Registrazione dell'Organizzazione (OID)

L'**OID (Organisation ID)** è un codice identificativo univoco che serve ad individuare l'Organizzazione e tutti i suoi dati ai fini della partecipazione al Programma Erasmus+

**Le Organizzazioni che hanno partecipato in passato al Programma Erasmus+ possiedono il codice OID, quindi non devono effettuare un'altra registrazione.**

**Le Organizzazioni che partecipano per la prima volta al Programma Erasmus+ devono creare il codice OID collegandosi al seguente sito: **(E' richiesto l'accesso all'account EU Login).****

**Register My Organisation** Submit

✘ Your form is not complete, please check the red marks on the content menu.

Content Menu

- ✘ Organisation data
- ✘ Legal address
- ✘ Organisation Contact Person
- ✘ Users

Organisation data

⚠ The data contained in the highlighted fields below ( ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

PIC \*

Legal name \*

Business name \*

Legal status \*  International organisation  
 a natural person  a legal person  
 sme

Official language \*

Establishment/registration country \*

Region \*

Legal form \*

**I CAMPI CONTRASSEGNA TI CON L'ASTERISCO SONO OBBLIGATORI!!**

# Registrazione dell'Organizzazione – Parte 2



European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

- Search for an Organisation
- Register my Organisation
- My Organisations

OPPORTUNITIES

APPLICATIONS

Home

Welcome to Erasmus+ and European Solidarity Corps page!

Search results

Active filters: Active filter: Default

Reset all

Default Customise

**UPCOMING DEADLINES (next 3 months)**

A list of calls for Erasmus+ and European Solidarity Corps ordered by the application deadlines is presented below. Click on "See open calls" link to see more details.

**All dates and time in Brussels timezone**

<b>Erasmus+</b> KA120-ADU, Erasmus accreditation in adult education, round 1	01/10/2024 12:00	<a href="#">See open calls</a>
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# Quarto Passo – «Erasmus+ and European Solidarity Corps Platform»



Cliccare su «**Opportunities**», quindi su «**Erasmus+**» per accedere alle opportunità offerte dal Programma Erasmus+.

The screenshot shows the user interface of the Erasmus+ and European Solidarity Corps platform. On the left is a navigation menu with the European Commission logo and the following items: HOME, ORGANISATIONS, OPPORTUNITIES (selected), ERASMUS+, EUROPEAN SOLIDARITY CORPS, APPLICATIONS, ASSESSMENTS, PROJECTS, NATIONAL AGENCIES, DASHBOARDS, SUPPORT, and RESOURCES. The main content area has a blue header with 'Home' and a welcome message. Below this is a 'Search results' section with 'Active filters: Default' and a 'Reset all' button. A section titled 'UPCOMING DEADLINES (next 3 months)' contains a warning icon and the text 'All dates and time in Brussels timezone'. Below this are five entries for Erasmus+ calls for proposals, each with a title and a brief description.

Call Reference	Project Description
Erasmus+ KA122-ADU	Short-term projects for mobility of learners and staff in adult education, round 2
Erasmus+ KA220-ADU	Cooperation partnerships in adult education, round 2
Erasmus+ KA220-HED	Cooperation partnerships in higher education, round 2
Erasmus+ KA122-SCH	Short-term projects for mobility of learners and staff in school education, round 2
Erasmus+ KA122-VET	Short-term projects for mobility of learners and staff in vocational education and training, round 2

## Quinto Passo - Erasmus+ and European Solidarity Corps Platform

# Presentare la Candidatura per l'Accreditamento KA120-ADU

Cliccare su «**Apply**» in corrispondenza del campo «**Erasmus Accreditation in adult education (KA120-ADU)**». (Scadenza del **01-10-2025 h.12.00 ora di Bruxelles**), per aprire il **Modulo di Candidatura KA120-ADU**. Dura fino al 2027 (Aggiornamento nell'arco dei 5 anni).

### IMPORTANTE

Ogni specifico Accreditamento copre 1 sola Candidatura per Settore.

Per inoltrare candidature per più di un Settore, occorre presentare una specifica richiesta per CIASCUNO!

## Selezionare la il Modulo di Candidatura corretto

### Opportunities for Erasmus+

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by 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: [Search for an organisation](#)

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: [EAAC Funding Opportunities](#)

Close more information ^

Filter by < Open Calls List View

**Warning:** You can filter your content but you must login to be able to apply

Status: All Open Upcoming

Fields: All Adult Education Vocational Education and Training

Call Title	Call Year	Submission Deadline	Days Left	Action
Erasmus accreditation in adult education (KA120-ADU)	Call 2025	01/10/2025 12:00:00 (Brussels time)	26 days left	Apply
Erasmus accreditation in school education (KA120-SCH)	Call 2025	01/10/2025 12:00:00 (Brussels time)	26 days left	Apply

# Erasmus+ and European Solidarity Corps Platform

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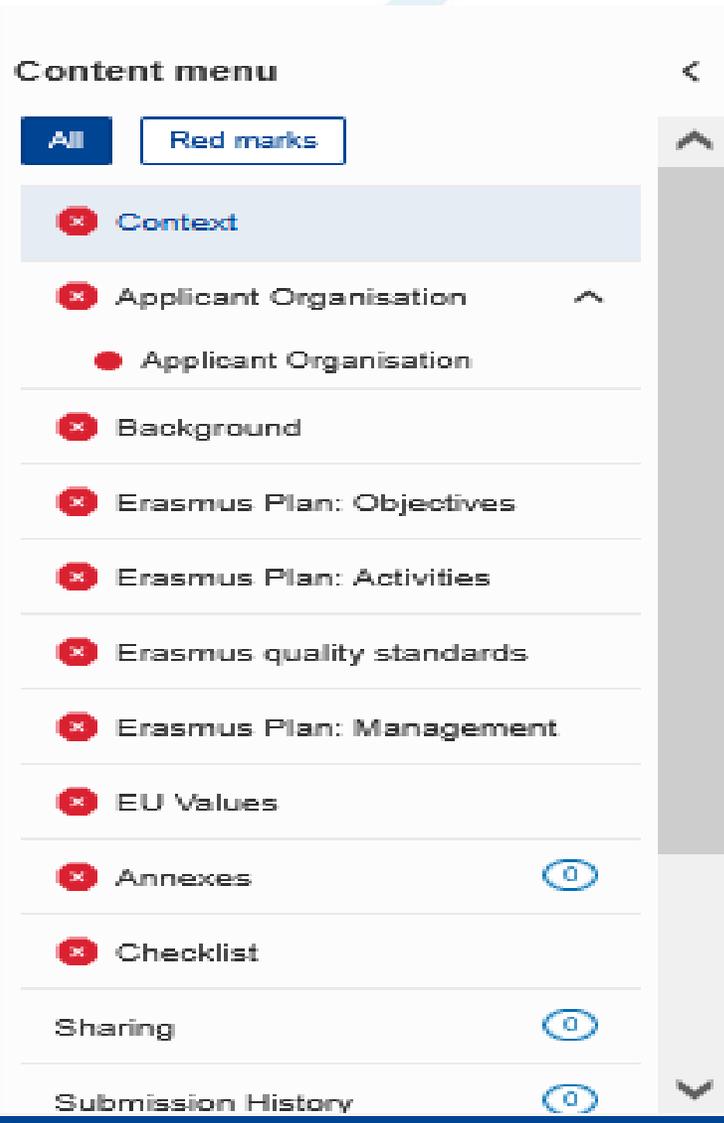
**Menu «Applications» - Accedere alle Candidature già aperte.  
All'accesso viene fornito un codice identificativo della sola  
Candidatura.**

The screenshot shows the 'My Applications' page. The left sidebar has a menu with 'My Applications' highlighted. The main content area shows search results for 'ka120'. The search criteria are: All programmes, 2023, All Rounds, ka120. The search results show 1 item found. The application details are: Form ID : KA120-ADU-C129BA42, Programme : Erasmus+ - Call : 2023 - Round : Round 1 - Action type : Erasmus accreditation in adult education (KA120-ADU). The application is in 'DRAFT' status and has 37 days left. The application is not submitted.

**Dal Menu a tendina di Sinistra,  
cliccare su «Applications»,  
quindi su «My Applications», per  
visualizzare le proprie  
Candidature già aperte.**

**Il «Form ID o Codice Identificativo della Candidatura è  
differente dal Codice del vostro futuro Accreditamento.**

# Menu a Tendina Laterale o «CONTENT MENU»



Il «Content Menu» permette di navigare nelle sotto-sezioni del Modulo di Candidatura accedendo alla parte di interesse. Il simbolo rosso indica che la sezione non è stata compilata in tutte le sue parti:

Una volta salvati tutti i dati richiesti e, cliccato con l'icona della freccia del mouse su un altro tab del Content Menu, apparirà accanto al campo su cui stavamo lavorando, il simbolo che conferma la corretta compilazione della relativa sezione:



## LE REGOLE E LE RISORSE FONDAMENTALI E...

✓ Context ?

Scroll to ▾



Welcome to the application form for Erasmus accreditation in Adult Education

**i** Before starting your application, you need to read the section of the Erasmus+ Programme Guide describing the rules for Erasmus accreditations. Please pay particular attention to:

- The rules for original content and authorship: your application must be written by your organisation. It is strictly forbidden to pay other organisations or external individuals for drafting the application on your behalf.
- The eligibility criteria: read the criteria carefully and consult the website of your National Agency to verify that your organisation is eligible for the field you have chosen (vocational education and training, school education or adult education). In particular, please note that organisations providing vocational education and training to adult learners are typically eligible in the field of vocational education and training, and not in the field of adult education. However, the exact rules will depend on the legal framework in your country. If you are not certain which field you can apply for, you should contact your National Agency for advice.

## ... I LINK UTILI DA SALVARE

✓ Context ?

Scroll to ▾



In addition to the above, you may find it useful to read the Programme Guide section about accredited mobility projects. That section describes how you will receive funding if your accreditation is approved.

The Erasmus+ Programme Guide is available on the Europa web: [here](#)

The list of Erasmus+ National Agencies is also available on Europa web: [here](#)

# PRIMO ACCESSO AL WEB FORM, CAMPI DA RIEMPIRE NELLA VOCE «CONTEXT»:

**CONTROLLARE SEMPRE IL SETTORE DI APPLICAZIONE**

Context ⓘ Scroll to ⋮ → ↕

Adult Education

National Agency \*

Please select the National Agency that you are applying to

Language used to fill in the form \*

Please select... ▾

**INSERIAMO MANUALMENTE IL CODICE DELL'AGENZIA NAZIONALE: CIOE' IT02!**

**2 OPZIONI DI SCELTA**

## Accreditation type

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.

# E SE SELEZIONO CONSORZIO? Avremo delle opzioni alternative...

Content menu

All Red marks

- Context
- Applicant Organisation
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- EU Values
- Annexes
- Checklist
- Sharing

< Background ?
Scroll to v

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's objective is to support organisations in my field to join the programme and implement high quality activities in a coordinated way.
- 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.

**What specific role, expertise, competence or resources does your organisation have that will allow you to support and coordinate other organisations in the consortium? \***

Please complete...

3000



# Inserimento dell'Organisation ID (OID)

Open more information ▾

Content menu

- All
- Red marks
- Context
- Applicant Organisation**
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities

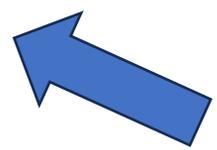
**Applicant Organisation** ?

To complete this section you will need your organisation's identification number (OID).  
If you have an OID number please introduce it in this section.  
If you are not sure if you have OID number, you can check here: [Organisation Registration System](#)  
If you do not have OID number, you can create one here: [Register New Organisation](#)

[Applicant](#)

Applicant organisation OID *	Legal name	Country	Actions
<input type="text" value="Please enter an Organisation ID..."/>			 

Scroll to ▾



Inseriamo in questo campo il codice identificativo dell'Organizzazione ottenuto in precedenza (OID)

# Le persone chiave nel Modulo di Candidatura: Rappresentante Legale ed Erasmus Coordinator

Open more information ▾

Content menu

All Red marks

- ✖ Context
- ✖ Applicant Organisation ^
- Applicant Organisation
- ✖ Background
- ✖ Erasmus Plan: Objectives
- ✖ Erasmus Plan: Activities

✖ Applicant Organisation ?

*Applicant Organisation*

Associated Persons

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

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.

Please note that information related to Associated Persons will be automatically transferred to your National Agency but not available in PDF.

+ Add associated person
🔍 Add from my contacts

Scroll to ▾
←
→
⌕

# 1) TIPOLOGIE DI ORGANIZZAZIONI NELLA SEZIONE BACKGROUND- POSSIBILITA' DI SCELTA

## Background

education.

### Organisation Profile

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

**Is the organisation a public body?**

Yes  No

**Is the organisation a non-profit?**

Yes  No

## 2) TIPOLOGIE DI ORGANIZZAZIONI NELLA SEZIONE BACKGROUND - POSSIBILITA' DI SCELTA

Open more information ▾

- Local Public body
- Regional Public body
- School/Institute/Educational centre – Adult education
- Youth organisation
- Sport league

Please select...

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.

i. What are your organisation's main activities (in everyday work, outside of Erasmus+)? \*

Please complete...

Content menu

All Red marks

- Context
- Applicant Organisation
- Applicant Organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities

# L'APPLICATION FORM, L'IMPORTANZA DELL'ERASMUS PLAN

✖ Erasmus Plan: Objectives ?

Scroll to ▼



## Introduction

### What is an Erasmus Plan?

The Programme's Key Action 1 provides learning mobility opportunities to individuals and supports the development of education institutions and other organisations involved in lifelong learning in Europe.

The funding your organisation receives from the Programme should contribute to both of these objectives. It means that by organising mobility activities for your participants, you should also work on broader objectives of your organisation. To achieve that, in the following sections we ask you to develop an 'Erasmus Plan': a plan that links mobility activities with your organisation's needs and objectives.

Your Erasmus Plan should answer one key question: how are you going to use the Programme's Key Action 1 funding to benefit your organisation and all of its staff and learners, whether they take part in mobility activities or not.

The Erasmus Plan is composed of three parts: objectives, activities and planning for management and resources. You will also be asked to subscribe to a set of Erasmus quality standards that define a common set of guidelines for organisations taking part in the programme across Europe.

# ERASMUS PLAN, ALCUNE NOZIONI DI BASE

**L'ERASMUS PLAN DEVE ESSERE UN PIANO CHE COLLEGHI LE ATTIVITA' DI MOBILITA' CON LE NECESSITA' E GLI OBIETTIVI DELLA VOSTRA ORGANIZZAZIONE.**

IL PIANO ERASMUS RISPONDE AD UNA SPECIFICA DOMANDA:

**COME VERRANNO USATI I FONDI DELL'AZIONE CHIAVE 1 DEL PROGRAMMA, DALL'ORGANIZZAZIONE E DA TUTTO LO STAFF ED I DISCENTI, SIA SE PRENDERANNO PARTE A PROGETTI DI MOBILITA' SIA CHE NON LO FACCIANO?**

**LA SEZIONE LEGATA ALLA DESCRIZIONE DEL VOSTRO PIANO ERASMUS SI COMPONE PRINCIPALMENTE DI 4 PARTI:**

- 1) **OBIETTIVI (OBJECTIVES):** VI VERRA' RICHiesto DI INDICARE LA DURATA DEL PIANO ERASMUS (DA 2 a 5 ANNI), GLI OBIETTIVI DA RAGGIUNGERE DURANTE IL PERIODO SCELTO, UNA DESCRIZIONE DEI MEDESIMI E INFORMAZIONI SUL TEAM DELLA VOSTRA ORGANIZZAZIONE, DEDICATO ALL'INDIVIDUAZIONE E SVILUPPO DEGLI OBIETTIVI DEL PIANO ERASMUS. **E' POSSIBILE AGGIUNGERE FINO A UN MASSIMO DI 10 OBIETTIVI.**
- 2) **ATTIVITA' E PIANIFICAZIONE (ACTIVITIES):** VI VERRA' CHIESTO SE DESIDERATE IMPLEMENTARE ATTIVITA' SOLO PER LO STAFF, SOLO PER I DISCENTI O ENTRAMBI. **VI VERRA' RICHiesta UNA DESCRIZIONE DELLE MEDESIME** E DEL VOSTRO TEAM DI LAVORO, CIOE' QUANTE E QUALI PERSONE PARTECIPARANNO ALL'EVENTUALE ATTUAZIONE DEL PIANO ERASMUS. **N.B.: IL MENU CAMBIA A SECONDA DI QUALI E QUANTE TIPOLOGIE DI ATTIVITA' SCEGLIERETE.**
- 3) **QUALITY STANDARDS:** RIASSUNTO DEI IV QUALITY STANDARDS E CASELLE DA SPUNTARE. **E' NECESSARIO SPUNTARE LE 3 CASELLE DI COMPrensIONE E ACCETTAZIONE DELLE REGOLE PER POTER COMPLETARE LA SEZIONE, IN FONDO ALLA PAGINA.**
- 4) **MANAGEMENT E RISORSE (MANAGEMENT):** COME SI INTENDE IMPOSTARE LA GESTIONE DELLE ATTIVITA' DI MOBILITA' NELL'AMBITO DELL'AZIONE CHIAVE 1 ALL'INTERNO DELL'ORGANIZZAZIONE PER ASSICURARSI UN'IMPLEMENTAZIONE DI SUCCESSO? LE REGOLE DA SEGUIRE ED I CAMPI DA COMPILARE SEGUONO LE LINEE GUIDA ED I PRINCIPI DEI QUALITY STANDARDS.

# ALLEGATI: DOCUMENTI STRATEGICI

## ALLEGHIAMO I DOCUMENTI FONDAMENTALI: LA DECLARATION OF HONOUR E QUELLI STRATEGICAMENTE RILEVANTI



Esempio: possiamo inserire lo Statuto dell'Organizzazione oppure il PTOF (per gli Istituti Comprensivi, CPIA ecc.)

Content menu

- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- EU Values
- Annexes**
- Checklist
- Sharing
- Submission history

Annexes 0 ?

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

[Declaration on Honour](#)

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here. [Download Declaration On Honour](#)

0 Documents uploaded [Add Declaration On Honour](#)

File Name	File Size (kB)	Actions
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[Other documents](#)

If needed, please attach any other relevant documents (a maximum of 8 documents). Please use clear file names.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#).

0 Documents uploaded [Add Document](#)

File Name	File Size (kB)	Actions
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# IMPORTANTE



**N.B.** La **Declaration of Honour**, scaricata in locale, deve essere firmata in formato CADeS, estensione .p7m dal Rappresentante Legale dell'Organizzazione che inoltra la propria Candidatura e caricata nuovamente sulla Piattaforma nella sezione "ANNEXES".

**N.B.** Il Modulo di Candidatura viene **salvato automaticamente dal sistema ad ogni modifica**. Cliccando su «My Application» si potrà lavorare sul medesimo Modulo di Candidatura in momenti diversi senza perdere alcun dato.

**N.B.** Per accedere al proprio Modulo di candidatura **non cliccare nuovamente su «Apply»** (**verrebbe generato un nuovo Modulo con un nuovo codice identificativo**), ma proseguire sempre sul Modulo di Candidatura eventualmente aperto in precedenza.



[accreditamentoeda@indire.it](mailto:accreditamentoeda@indire.it)

## Helpdesk telefonico – Key Action 1 Adult Education (ADU)

*martedì e venerdì 10.30-12.30*

*mercoledì 14.00-16.00*

**055/2380400**

**055/2380328**

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 ErasmusPlusInd

 erasmus\_indire

**IND  
IRE** ISTITUTO  
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RICERCA EDUCATIVA