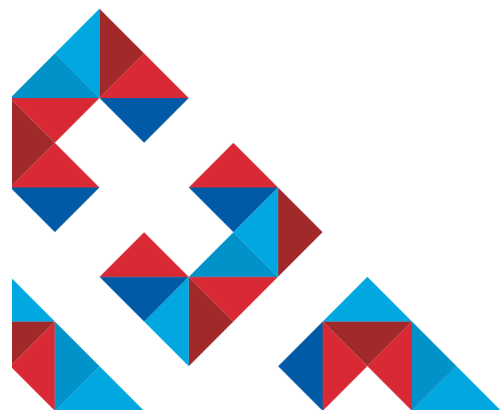


Temporary Worker - Government Authorised Exchange (GAE) Certificate of Sponsorship

How to apply for a Certificate of Sponsorship for Adult Education (AE), Vocational Education and Training (VET), Youth and EVS.

Version 4.0 – 09 November 2021



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COVID-19

Before you apply for your certificate of sponsorship, please be aware of all UK Covid 19 entry, testing and quarantine rules and rules on entering the UK which impact on your placement start date: <https://www.gov.uk/uk-border-control>.



Do I need a Temporary Worker - Government Authorised Exchange (GAE) visa?

Key Action 1 VET

2014-2020 Call Erasmus + Key Action	Activity Type	Duration	Temporary Worker – GAE Visa Required ?	Advice if Temporary Worker - GAE Visa not required	Contact details
Adult Education Staff Mobility	Teaching/ training assignments	2 days - 2 months		N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
Adult Education Staff Mobility	Structured courses or training events abroad	2 days - 2 months		<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken for meetings, conferences, seminars and/or study for up to 6 months.</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk</p>

2014-2020 Call Erasmus + Key Action	Activity Type	Duration		Advice if Temporary Worker - GAE Visa not required	Contact details
Adult Education Staff Mobility	Job shadowing	2 days - 2 months	<input checked="" type="checkbox"/>	N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
VET Learner Mobility	Work placement	2 weeks - 12 months	<input checked="" type="checkbox"/>	N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

2014-2020 Call Erasmus + Key Action	Activity Type	Duration		Advice if Temporary Worker - GAE Visa not required	Contact details
VET Staff Mobility	Teaching / training assignments	2 days - 2 months	<input checked="" type="checkbox"/>	N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
VET Staff Mobility	Staff training (incl. work placement, job shadowing, observation period)	2 days - 2 months	<input checked="" type="checkbox"/>	N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
Young People Mobility - Youth	Workshops, debates, outdoor activities	5 - 21 days	<input checked="" type="checkbox"/>	N/A	<p>T5@ecorys.com</p>

2014-2020 Call Erasmus + Key Action	Activity Type	Duration		Advice if Temporary Worker - GAE Visa not required	Contact details
Exchanges					<p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
Mobility Projects for Youth Workers	Training courses, seminars and workshops.	2 - 60 days		<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken for meetings, conferences, seminars and/or study for up to 6 months.</p>	
Mobility Projects for Youth Workers	Study visits, job shadowing, peer learning networking and community building	2 - 60 days		N/A	<p>T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for?

2014-2020 Call Erasmus + Key Action	Activity Type	Duration	Temporary Worker – GAE Visa Required ?	Advice if Temporary Worker - GAE Visa not required	Contact details
					<p>3. What is the expected placement start dates?</p> <p>4. When can we expect to receive your completed participant information form?</p>

Key Action 2

2014-2020 Call Erasmus + Key Action	Activity Type	Duration	Temporary Worker - GAE Visa Required ?	Advice if Temporary Worker - GAE Visa not required	Contact details
VET & Adult Education Learner Mobility	Blended mobility of learners (incl. teaching, workshops, seminars)	5 days – 2 months	!	<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken where activity only consists of meetings, conferences, seminars and / or study for up to 6 months.</p> <p>Temporary Worker - GAE Visa route: to be taken when activity includes teaching, training, job shadowing, work placement</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk or T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

2014-2020 Call Erasmus + Key Action	Activity Type	Duration		Advice if Temporary Worker - GAE Visa not required	Contact details
VET & Adult Education Staff Mobility	Long-term teaching or training assignments	2 days – 12 months	!	<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken where activity only consists of meetings, conferences, seminars and/or study for up to 6 months.</p> <p>Temporary Worker - GAE Visa route: to be taken when activity includes teaching, training, job shadowing, work placement</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk or T5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

EU/EEA Erasmus+ participants who come for a KA205 or KA347 Youth mobility in the UK do not need a visa. Non-EU/EEA Erasmus+ participants who come for a KA205 or KA347 Youth mobility in the UK and all EVS participants will need a Temporary Worker - GAE Certificate of Sponsorship (CoS) and a Temporary Worker - GAE visa.

Summary of steps - Adult Education, VET, Youth and EVS

Please note that it can take up to **eight weeks** to receive a Certificate of Sponsorship (CoS) number from the date that Ecorys UK Limited receive all complete and correct documentation, so we must receive your correct and complete a Temporary Worker – GAE Certificate application a minimum of **eleven weeks** before the placement start date, to allow a minimum of three weeks to apply for and receive your visa. Incomplete or incorrect documentation may cause delays in issuing a CoS. No changes can be made to the CoS once issued, so please ensure the information within your application is correct. Any changes to the CoS after issue may result in your CoS being cancelled at

our discretion, and you may be required to re-submit your correct and complete application form **eleven weeks** prior to the placement start date.

Ecorys UK Limited can grant certificates for the following **2014-2020** Call projects, up to a maximum placement duration of 12 months:

- KA1 VET learners and some staff projects (the project code in your grant agreement will show KA102 or KA116),
- Some KA1 Adult Education staff (the project code in your grant agreement will show KA104)
- Some KA2 VET and Adult Education mobilities (the project code in your grant agreement will show KA202 or KA204 respectively)
- Some KA1, KA2 and KA3 Youth mobilities (the project code in your grant agreement will show KA105, KA205 or KA347 respectively)
- All EVS participants

Please refer to the table above to determine whether your participant requires a Temporary Worker - GAE visa. Please refer to your National Agency Grant Agreement to confirm the Call year of your project, which **must be between 2014 and 2020**.

To apply for a Temporary Worker - GAE Certificate of Sponsorship, the project coordinator must submit the following documents:

- Completed Participant Information Form
- Photocopy of the participant's passport pages (including the front and back cover)
- Completed Letter of Support from the Sending Organisation
- Completed Letter of Support from Host Organisation
- Copy of the final contract between the local National Agency and the Sending Organisation including annex 1, showing mobilities
- Evidence of a Criminal Record Check (only for learners and/ or staff undertaking a work placement with [regulated activity](#) in relation to children)

Please Note:

The Home Office require us to keep evidence that the appropriate criminal record checks have been conducted where learners are undertaking a work placement with regulated activity in relation to children.

This means that **prior** to issuing the Certificate of Sponsorship (CoS) for participants undertaking a work placement with regulated activity in relation to children, you will need to provide evidence of a criminal record check for the participants. Further information on what type of criminal records check is appropriate can be obtained [here](#).

The certificate must be translated into English. Please check [Home Office guidance](#) for further details on certifying a translation. Failure to provide evidence of a criminal record check for a participant undertaking an Erasmus+ activity with regulated activity in relation to children will result in the application for Sponsorship being rejected.

To obtain the Participant Information Form and templates for the host and sending organisation letters of support, or for any other queries regarding KA1, KA2 and KA3 for Adult Education, VET and Youth Temporary Worker - GAE sponsorship, please contact the Ecorys UK Limited team on

T5@ecorys.com. When contacting Ecorys UK Limited to request Participant Information Form and templates, please email us with the expected placement start date and number of participants.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform Ecorys UK Limited immediately should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission.
- if a participant travels in and out of the UK for business or holidays, advise Ecorys UK Limited by email of the dates they leave the UK and then by email again on their return.
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc.
- any change to the duration of the participant's placement e.g., requested extensions.
- if employment is terminated for any other reason.
- any other information that you think may be of importance.

It is vital for you to inform Ecorys UK Limited when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a Temporary Worker - GAE license which will impact on our ability to sponsor Erasmus+ participants in the future.

Further Information on Criminal Record Checks

Please note that criminal record checks for overseas participants are only required for certain jobs or voluntary work, e.g., working with children or in healthcare. We would urge you to read Home Office guidance and consult with your receiving host organisation to confirm if one is required. Examples of job roles which would require evidence of a police check would be a teacher or unsupervised volunteer.

Criminal record check certificates are usually required from your country of residence. However, in some cases a criminal record check certificate may be required from your country of origin. Applications are assessed on a case-by-case basis. The criminal record check must be issued no longer than six months before the application date.

Further Information on the CoS Application Process

It is the responsibility of organisations to make sure they apply in plenty of time and provide all the necessary documents, completed and in the correct format. It can take up to eight weeks to receive the CoS number from the date all complete and correct documentation has been forwarded to T5@ecorys.com.

The dates of the planned placement must allow sufficient time for a CoS to be issued prior to the start of the placement. This is in accordance with Home Office guidance. We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS and a Visa has been approved by the Home Office.

Please check all documents carefully before applying.

Please note that visas may not allow multi-entry to the UK, for example for overseas holidays. It is recommended that participants travel with documents that show the reason for their stay in the UK and the contact details of their host organisation.

Participants will not need £1270 in savings if their [fully approved \('A-rated'\)](#) sponsor states on their CoS that they will certify their maintenance and that the participant will not claim benefits during their stay in the UK. Ecorys UK Limited is a fully approved category A rated sponsor and will certify maintenance for participants.

Upon arrival in the UK

Information for Hosting Organisations

Under the UK Visas & Immigration (UKVI) Points Based System, Ecorys UK Limited is acting as licensed sponsor for Erasmus+ participants and must comply with UKVI record keeping duties.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform Ecorys UK Limited **immediately**, should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission;
- if a participant travels in and out of the UK for business or holidays, advise Ecorys UK Limited by email of the dates they leave the UK and then by email again on their return;
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc;
- any change to the duration of the participant's placement e.g. requested extensions;
- if employment is terminated for any other reason;
- any other information that you think may be of importance.

It is vital for you to inform Ecorys UK Limited when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a T5 license which will impact on our ability to sponsor Erasmus+ participants in the future.

Information for Participants

For further information please email the Team at Ecorys UK Limited at T5@ecorys.com.