

# **Pro Mobility –** Platforms for the Promotion and Support of Qualifying Mobility in IVET

2006 – 4503/001-001 PIL PILOTP

## Final report

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List of partners

Pro Mobility Toolkit in English, German and Slovene

Pro Mobility dissemination products: project flyer, poster, product flyer in English, German and Slovene, writing pad, reading mark and USB-stick

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## Introduction

The following report gives an overview of the **results** achieved and the **experiences** gained during the **Pro Mobility** project (2006 – 4503/001-001 PIL PILOTP). This project aimed at establishing platforms for the promotion and the support of qualifying mobility in initial vocational education and training (IVET). Answering the call for tender **EAC/45/06**, the project was co-funded by the **European Commission**.

The present report covers the entire project period, i.e. **December 2006 to August 2008**. It was drawn up by the project partner and co-coordinator *Institut für Bildungsforschung der Wirtschaft*, in close cooperation with the project coordinator, *Wirtschaftskammer Österreich*, and all other partner institutions (cf. I.1.2 for more information).

The report is **structured** in the following way: **Part I** focuses on the description of the project, its aims, the partnership and the work process. Furthermore, it presents the project results by referring to the methods and approaches applied, the provisions taken, the problems encountered and the solutions found. **Part II** looks at the usability and transferability of the project results and summarises those aspects that, according to the partnership, would be relevant for future actions. **Part III** covers the financial part, that is, the final calculation of the total project budget as well as the individual partner budgets. The **Annex** contains a list of address of all partners and the sample products.

One of these products is the **Pro Mobility Toolkit (PMT)** (cf. I.2 for more information).<sup>1</sup> The PMT is essentially an online product that is accessible via the project website ([www.pro-mobility.net](http://www.pro-mobility.net) ▶ Pro Mobility Toolkit). For the purpose of this report, a print-out of the PMT (in English, German and Slovene) was produced and attached. Furthermore, the PMT is also available on USB-stick that was produced mainly for promotion reasons. One USB-stick containing the PMT is also enclosed to this report.

Further attachments cover the **dissemination products** of the project, i.e. the project flyer, the project poster (in a small print-out version), the product flyer in three languages, the writing pad and the reading mark.

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<sup>1</sup>) The other main products are: the Pro Mobility Committee (PMC) that was established in the participating countries, the Pro Mobility website, i.e. [www.pro-mobility.net](http://www.pro-mobility.net), containing the PMT, and the prototype exchanges organised. For more information cf. I.2.

All **interim results**, such as questionnaires, reports, analyses, presentations, articles, minutes etc. (cf. I.2.7 for more information) can be found in the restricted area of the project website ([www.pro-mobility.net](http://www.pro-mobility.net) ▶ Restricted Area). There they are listed under the work packages during which they were produced. All steps undertaken in respect to the project management, the financial controlling, the process evaluation and the cooperation within the mobility portal project (EAC/44/06) can likewise be found in this area. The restricted area is accessible using the **username “pro”** and the **password “mobility”**.

# PART I

## I.1 Project description

### *I.1.1 Description of the project*

Pro Mobility aimed at enabling and enhancing **qualifying mobility** in IVET. Two aspects characterise this type of mobility:

- ▶ **Length:** The mobility periods should well exceed a duration of three weeks, which is the usual duration of exchange periods financed under the Leonardo da Vinci programme. They should last between three and twelve months during which competences are acquired that form part of the VET programme in the home (sending) country.
- ▶ **Recognition:** The mobility period and the competences acquired abroad should be recognised in the home country. This means that the mobility period should not prolong the training pathway but be considered an integrated part of it. Put differently, the mobility period should substitute parts of the training period in the home country. Furthermore, the competences acquired in the target country should not have to be assessed again in the sending country but be validated on the basis of an agreement concluded between sending and receiving institutions prior to the exchange.

With Pro Mobility **awareness** for the importance of qualifying mobility in IVET should be risen so that, in the long-run, it would **form part of the internationalisation strategy** of VET programmes in each of the participating countries. Mobility should no longer constitute an “interlude” in IVET, but be rather seen as the “norm”. The situation in IVET regarding mobility should become comparable to the one in Higher Education, where thanks to the Erasmus programme mobility has a much higher significance – quantitatively and qualitatively.

In order to reach these aims Pro Mobility addressed the following **short- and mid-term objectives** (for a precise description of the results, please refer to I.2):

*1. Establishment of two platforms:*

During the lifetime of the project **two types of platforms** were established:

- ▶ **Cooperation platform:** In all participating countries networks of policy makers and IVET stakeholders were set up – so-called **Pro Mobility Committees, PMCs** – that supported the project partnership in developing mobility supporting materials and in promoting the idea of qualifying mobility among IVET providers and participants during and beyond the lifetime of the project (i.e. guaranteeing sustainability of project results). It is planned that PMCs should meet also after the end of the project becoming institutionalised platforms in each country that foster transnational cooperations and lobby for the implementation of qualifying mobility as part of the internationalisation strategy of VET programmes (cf. long-term objective of Pro Mobility below).
- ▶ **Virtual platform:** The Pro Mobility website – [www.pro-mobility.net](http://www.pro-mobility.net) – was set up at the beginning of the project. It is available in three languages, i.e. English, German and Slovene. It contains basic information about the project, links to useful websites focussing on mobility issues, interesting news items and, in particular, the main product of Pro Mobility, the **Pro Mobility Toolkit (PMT)**. The PMT provides basic information about longer-term mobility stays (also relevant for shorter stays, of course) during IVET programmes. Structured into three mobility phases – preparation, implementation and follow-up – it answers frequently asked questions (FAQs) and gives useful hints, tips and advice. In addition, the PMT includes checklists about every mobility phase and references to interesting websites and useful tools. Hence it provides everyone interested in mobility issues – students, apprentices, VET institutions – with a preliminary overview of everything they should know about mobility stays. The PMT is supplemented by a glossary containing frequently used terms and concepts in connection with mobility.

## 2. Organisation of experimental exchanges:

In order to **pilot longer-term stays** and test the PMT, it was planned that at least three prototype exchanges should be organised per country. In the end, **56 mobility exchanges** were organised and implemented in the three participating countries.<sup>2</sup> The experiences gained before, during and after these exchanges were used to adapt and finalise the PMT and to draw conclusions for further action.

The **long-term objective** of Pro Mobility was (and is, as mentioned earlier) to implement qualifying mobility as a part of the IVET internationalisation strategy in each of the participating countries. Qualifying mobility should become an integral part of IVET and be anchored in national laws and regulations.

### 1.1.2 Description of all partners in the network

Pro Mobility was **coordinated** by *Wirtschaftskammer Österreich* (AT) and carried out by altogether **20 partner institutions** from Austria, Germany and Slovenia. The partners were selected on the basis of their professional focus and their expertise in the mobility issue. Depending on their range of functions, the partners belonged to one of the following **three partner groups**:

**Operative partners (OPs)** were responsible for the analysis and research as well as for the product production part. Specifically, they

- ▶ organised and established a PMC in each country,
- ▶ participated in PMC meetings,
- ▶ organised and participated in project meetings,
- ▶ developed an evaluation design for completed and/or existing exchanges,
- ▶ analysed and evaluated at least ten completed and/or existing exchanges in each country,
- ▶ supported the development of the PMT,
- ▶ evaluated at least three prototype exchanges in each country,
- ▶ adapted and fine-tuned the PMT on the basis of the insights gained during prototype exchange evaluation,
- ▶ disseminated and promoted the PMT and encouraged IVET participants to engage in qualifying mobility.

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<sup>2</sup>) These exchanges were financed under the Leonardo da Vinci measure within the Lifelong Learning Programme.

In their tasks they were supported by the **exchange partners (EPs)** who were mainly responsible for preparing, implementing and reviewing the prototype exchanges. In particular they

- ▶ participated in PMC meetings and project meetings,
- ▶ supported the development of the evaluation design for completed and/or existing exchanges,
- ▶ supported the analysis and evaluation of at least ten completed and/or existing exchanges in each country,
- ▶ supported the development of the PMT,
- ▶ prepared and accompanied at least three prototype exchanges financed under the LL programme,
- ▶ supported the evaluation of the prototype exchanges,
- ▶ supported the adaptation and fine-tuning of the PMT on the basis of the insights gained during prototype exchange evaluation,
- ▶ disseminated and promoted the PMT and encouraged IVET participants to engage in qualifying mobility.

**Policy partners (PPs)**, the third partner type, had mainly advisory and promotional functions in Pro Mobility. They were IVET stakeholders who participated actively in the project but did not receive community funds. They

- ▶ were member of the PMC,
- ▶ took part in PMC meetings,
- ▶ supported the development of the PMT,
- ▶ disseminated and promoted the PMT,
- ▶ lobbied for the implementation of qualifying mobility as part of the IVET internationalisation strategy in the country,
- ▶ encouraged and mobilised IVET providers and participants to take part in qualifying mobility,
- ▶ fostered transnational cooperation between similar platforms in other European countries in order to expand IVET mobility in quantity and quality.

The idea was to have one operative and one exchange partner in each country that should be supported by a number of policy partners (the number depending on the size of the country, the organisation of VET etc.). In **Austria**, there were finally two operative partners – the coordinator *Wirtschaftskammer Österreich* and the co-coordinator *Institut für Bildungsforschung der Wirtschaft* – and two exchange partners – *Internationaler Fachkräfteaustausch* that focuses on mobility exchanges for VET students and young workers and *atempo* that has a long-standing expertise in organising mobility exchanges for people with (learning) disabilities. In **Germany**

there was one operative partner – *Wirtschaftsakademie Schleswig-Holstein* – and one exchange partner – *IHK München-Oberbayern*. In **Slovenia** the *Solski Center Velenje* took over the tasks of both partner types, i.e. it functioned as operative and exchange partner at the same time.

All operative and exchange partners were actively involved during the entire project period and in all work packages (cf. I.2.1). The responsibility for the various work packages was distributed evenly among the partners, with *Wirtschaftskammer Österreich* and *Institut für Bildungsforschung der Wirtschaft* having the overall responsibility for the project.

Besides the operative and exchanges partners a number of policy partners were involved in each country. They were mainly representatives of VET relevant ministries, VET providers and social partners.

Table 1 gives an **overview of all partners** involved in Pro Mobility (cf. also Annex).

TABLE 1: Partners involved in Pro Mobility

No.	Partner institution	Type of partner
P1	<b>Wirtschaftskammer Österreich (AT)</b> <b>Austrian Federal Economic Chamber</b>	<b>OP</b> (coordinator)
P2	<b>atempo (AT)</b>	<b>EP</b>
P3	Bundesministerium für Unterricht, Kunst und Kultur (AT) Federal Ministry of Education, the Arts and Culture	PP
P4	Bundesministerium für Wirtschaft und Arbeit (AT) Federal Ministry of Economics and Labour	PP
P5	Fachverband der Friseure (AT) Federal Guild of Hairdressers	PP
P6	Fachverband Hotellerie (AT) Austrian Professional Hotel Association	PP
P7	<b>Institut für Bildungsforschung der Wirtschaft (AT)</b> <b>Institute for Research on Qualifications and Training of the Austrian Economy</b>	<b>OP</b> (co-coordinator)
P8	<b>Internationaler Fachkräfteaustausch (AT)</b> <b>International Young Workers' Exchange</b>	<b>EP</b>
P9	Kammer für Arbeiter und Angestellte (AT) Federal Chamber of Labour	PP
P10	Landesschulrat für Oberösterreich (AT) Education Board Upper Austria	PP
P11	Österreichischer Austauschdienst (AT) Austrian Exchange Service	PP

No.	Partner institution (in original language and in English, if possible)	Type of partner
P12	Österreichischer Gewerkschaftsbund (AT) Austrian Trade Union Federation	PP
P13	Europäisches Bildungswerk für Beruf und Gesellschaft <sup>3</sup>	PP
P14	Handwerkskammer für München und Oberbayern Chamber of Craft for Munich and Upper Bavaria	PP
<b>P15</b>	<b>IHK München-Oberbayern (DE)</b> <b>Chamber of Commerce and Industry for Munich and Upper Bavaria</b>	<b>EP</b>
P16	Stadt München City of Munich Education Department	PP
<b>P17</b>	<b>Wirtschaftsakademie Schleswig-Holstein (DE)</b> <b>IVET and CVET provider institution of the Chamber of Industry and Commerce Schleswig-Holstein</b>	<b>OP</b>
P18	Center RS za poklicno izobraževanje National Institute for Vocational Education and Training (SL)	PP
<b>P19</b>	<b>Solski Center Velenje (SL)</b> <b>School Center Velenje</b>	<b>OP and EP</b>
P20	Obrtna Zbornica Slovenije (SL) Chamber of Craft of Slovenia	PP

Legend: AT = Austria, DE = Germany, SL = Slovenia; OP = Operative partner, EP = Exchange partner, PP = Policy partner; bold = partners receiving community funds

### ***1.1.3 Concrete interventions and actions for the development of transnational mobility of apprentices and other young people in IVET***

During Pro Mobility the following **steps** were undertaken to enhance and support transnational mobility among apprentices and other young people in IVET:

#### **Development of Pro Mobility Toolkit (PMT)**

The PMT is intended as a **first source of information** for people interested in getting involved in mobility. It is structured along frequently asked questions (FAQs) that cover the preparation, implementation and follow-up phases of mobility. The **FAQ-design** was chosen as it is simple, user-friendly and also a fairly common way of presenting information on the web. Moreover, it was selected as a result of the feedback gained during the evaluation of past and/or existing exchanges carried out in work package (wp) 2 (cf. I.2.1). The questions were drawn up by the operative partners (in joint effort) in cooperation with the exchange partners. The suggested

<sup>3</sup>) This partner joined the project team after the proposal had been handed in. Hence, the numbering of the partners P14 to P20 differs slightly from the numbering used in the proposal.

questions were distributed among the policy partners who could comment on them and make alternative proposals. It was agreed among the partners to provide relatively **short answers** to each question and **link** to printable information sheets, to websites with further information as well as to useful tools available on the web (e.g. checklists, templates of agreements, learning outcome descriptions, databases etc.).

Originally, it was planned to provide the PMT only in **English**. In order to enhance the likelihood of its usage, it was decided to offer it also in **German** and **Slovene**, the languages of the participating institutions.

The first draft of the PMT was **evaluated** by VET teachers and trainers in all participating countries. In Austria two teachers from VET schools and one IVET trainer participated in this feedback process. In Germany four VET school teachers gave their opinion on the PMT draft. At the School Centre Velenje in Slovenia the evaluation was carried out in-house with four teachers. All teachers and trainers were asked to give feedback on the questions posed as well as on the answers and further information provided. Their hints and tips were considered in the finalisation of the PMT.

The PMT is **available online** on the Pro Mobility website: [www.pro-mobility.net](http://www.pro-mobility.net) ▶ Pro Mobility Toolkit. The website is designed in such a way that it is readable and accessible for all people independent of their physical condition (WAI conform, barrier-free). Each page can be printed out easily. The advantage of providing the PMT online is that it can be updated easily: new information sheets as well as links can be added without causing too much effort and using too many resources. Moreover, it can also be translated into other languages and uploaded onto the website. All partners can put the PMT on their own servers and can change it according to their national, regional or sectoral needs.

Although originally not foreseen, the partnership decided to make the PMT also available on **USB-stick**. 300 sticks were produced that contain the PMT in hyperlinked pdf format. The main idea behind the production of sticks was that they can be handed out quite easily during conferences and workshops and can thus serve well as dissemination tools.

### **Establishment of Pro Mobility Committee (PMC)**

Besides the PMT, the establishment of the PMC was the second important step for the enhancement and support of transnational mobility. The members of the PMC, i.e. VET stakeholders and decision makers, took effort to **raise awareness** of the importance of mobility in

VET. In many cases, VET providers and participants did not necessarily see the added value of (longer) mobility periods. Thus it was essential that PMC members continuously brought this subject into the discussion and kept it on the political agenda.

For the sustainability of the results of the project it is important that the work of the PMC is continued. The operative partners thus agreed to stimulate the discussion and possibly also organise PMC meetings after the end of the Pro Mobility project.

In **Austria** the PMC members had three meetings during the project period. As a result of these discussions, it is planned to amend the Vocational Training Act (*Berufsausbildungsgesetz, BAG*) that forms the statutory framework for the company-based part of apprenticeship training. Even though it is legally possible to go abroad during the training period, mobility should be clearly regulated in the *BAG*. In full-time VET schools events are planned to promote the idea of qualifying mobility among teachers, students and their parents.

In **Germany** the establishment of a PMC caused some difficulties (cf. also I.2.4). Even though IVET stakeholders and decision makers supported the idea of Pro Mobility, personal meetings could not be organised. The reason for this lay in the size of the country: It was not possible to get people from the various parts of Germany together. Therefore, the exchange of information and ideas mainly took place via e-mail. Since Pro Mobility caused quite some attention in Bavaria (in particular in the Munich area) and is also well known – it was even awarded “Project of the Year” in Bavaria during the Europe Day of the VET School System in Munich on 8 May 2008 (cf. press article in the restricted area of the Pro Mobility website) –, *IHK München-Oberbayern* plans to use the term “Pro Mobility” as a sort of trade mark for further mobility initiatives. Via the Bavarian State Institute for VET Research (*Bayrisches Staatsinstitut für Bildungsforschung, ISB*) VET providers outside Munich should also become more familiar with the Pro Mobility idea. The Bavarian Ministry of Labour is also informed about the project (through dissemination events). *IHK* plans to establish a tighter “mobility network” (Pro Mobility network) among the VET relevant ministries and other stakeholders (Education Ministry, Ministry of Economics, *ISB*, the Educational Department of the City of Munich etc.). The necessary funding has been applied for within *IHK*. In the long run it is planned to set up an exchange organisation (possibly attached to *IHK*) that could support VET providers and participants interested in getting involved in longer-term mobility in all aspects connected to it (similar to the Austrian organisations *IFA* – International Young Workers’ Exchange and atempo).

In **Slovenia** IVET stakeholders (representatives of ministries, social partners, representatives of a VET research institute, the LLP National Agency, the consortium of school centres etc.)

also met in PMC meetings during the project period. The discussions led to the following decisions: The PMC will work as independent body also after the end of the Pro Mobility project. It will be attached to the National Board for Lifelong Learning, which was established as a body within the Ministry of Education and Sports. The PMC will try to validate the achievements of mobility participants and transfer the results of long-term mobility exchanges into the framework of national legislation. The PMC will also try to define ways of financing mobility. Representatives of the PMC presented Pro Mobility and experiences of long-term exchanges to members of the national Council of VET Experts.

### Organising prototype exchanges

In order to **pilot longer-term exchanges**, originally nine prototype exchanges (that is, nine apprentices or other young people in IVET participating in longer-term mobility exchanges) should be organised (three in each partner country), preferably in the following sectors: tourism and leisure time industry, plastics technology/chemistry and hair dressing. In the end **56 exchanges (outgoings)** took place, as the table below shows:

TABLE 2: Overview of the exchanges organised

No.	Sector	Number of participants	Target country	Duration
<b>AUSTRIA</b>				
1	Mechanical engineering	2	Slovenia	two months
2	Chemistry	1	Germany	ten weeks
3	Tourism	11	Italy	6 – 13 weeks
4	Tourism	6	UK	8 – 13 weeks
5	Tourism	2	Malta	eight weeks
6	Tourism	4	Spain	6 – 12 weeks
7	Tourism	1	Hungary	13 weeks
8	Tourism	1	Germany	13 weeks
9	Tourism	2	France	13 weeks
10	Consulting	1	Belgium	6 weeks
<b>GERMANY</b>				
10	Hair dressing	3	Austria	nine weeks
11	Chemistry	3	Austria	ten weeks
12	Tourism	3	Austria	three weeks
<b>SLOVENIA</b>				
13	Mechanical engineering	4	Austria	four weeks
14	Mechanical engineering	2	Germany	four weeks
15	Electrical engineering	5	Austria	four weeks
16	Tourism	5	Austria	four weeks
<b>Sum total</b>		<b>56</b>		

Experiences gained through the organisation, implementation and reviewing of these longer-term exchanges will be presented in Part II (cf. II.3) of this report.

## Building up networks and establishing partnerships

Besides the development of the PMT and the piloting of longer-term exchanges the **building of networks and partnerships** was an important step in Pro Mobility (cf. also I.2.3 for more information). In particular the exchange organisations in the three countries established close links to each other and to the schools and companies connected to these institutions. They became familiar with the systems in the other countries, got to know VET providers and VET programmes. This contributed to the establishment of mutual trust and to the setting up of regular mobility networks/partnerships.

## I.2 Project results

### I.2.1 Description and analysis of the procedure

As can be seen in the table below, the project was divided into **three work phases** and **twelve work packages** (wp). All partners (cf. Table 1 above) were involved in all work packages – the role of the leading partner changed, however. Each work package led to certain **results** (questionnaires, report, analyses etc.) that are discussed in detail in I.2.7.

TABLE 3: Project procedure

No of wp	Tasks	Activity started and completed		Partners involved	Partner(s) responsible
<b>Work phase 1: Preparation and Analysis</b>					
wp 1	Organisation and coordination of Pro Mobility Committee	12/2006	03/2007	OPs, EPs (supported by PPs)	OPs
wp 2	Development of evaluation design for completed/existing exchanges	12/2006	03/2007	OPs, EPs (supported by PPs)	P17
wp 3	Analysis and evaluation of completed/existing exchanges	12/2006	03/2007	OPs, EPs (supported by PPs)	P17
<b>Work phase 2: Development and Testing</b>					
wp 4	Development of first draft of PMT	04/2007	05/2007	OPs, EPs (supported by PPs)	P7
wp 5	Preparation of prototype exchanges	06/2007	07/2007	OPs, EPs (supported by PPs)	EPs
wp 6	Evaluation of prototype exchanges – testing the PMT	08/2007	03/2008	OPs, EPs (supported by PPs)	P19

No of wp	Tasks	Activity started and completed		Partners involved	Partner(s) responsible
wp 7	Adapting and fine-tuning of PMT	04/2008	04/2008	OPs, EPs (supported by PPs)	P7
<b>Work phase 3: Implementation and Dissemination</b>					
wp 8	Developing web content	05/2008	06/2008	OPs, EPs (supported by PPs)	P7
<b>Horizontal work packages</b>					
wp 9	Monitoring, evaluation and quality safeguarding	12/2006	08/2008	OPs, EPs (supported by PPs)	P1 and P7
wp 10	Valorisation	12/2006	08/2008	OPs, EPs (supported by PPs)	P1 and P7
wp 11	Project management	12/2006	08/2008	OPs, EPs (supported by PPs)	P1 and P7
wp 12	Cooperation with EAC 44/06	12/2006	08/2008	OPs, EPs (supported by PPs)	P1 and P7

On the whole the **work package division** proved useful and feasible. The **starting and finishing times** planned for each work package were by and large kept. The development of the first draft of the PMT was delayed due to a heavy project schedule at *Institut für Bildungsforschung der Wirtschaft* that was mainly responsible for this work package. Nevertheless, everything could be finished on time and provided the way it was outlined in the project proposal. As a matter of fact, several additional steps were taken:

- ▶ The PMT is offered in **three languages** (English, German and Slovene) and not in one (English only), as was originally foreseen.
- ▶ It is also available on **USB-stick** that was not planned in the proposal either.
- ▶ Instead of nine pilot exchanges (three per country) **56 exchanges** were organised during Pro Mobility (cf. Table 2).

The **project partnership** worked very well together. No partner dropped out. All of them fulfilled the tasks (cf. I.1.2 above) stipulated in the partner contracts.

In the proposal three **partner meetings** were foreseen, with a rather large time gap between the second and third meetings. In the course of the second meeting the partnership decided to meet earlier than originally planned and have a fourth one-day meeting for rounding off the project. Representatives of all partner institutions participated in each meeting. The minutes were drawn up by *Institut für Bildungsforschung der Wirtschaft* and sent out shortly after each meeting. They can be downloaded (with all annexes) from the restricted area on the project website ([www.pro-mobility.net](http://www.pro-mobility.net) ▶ Restricted Area ▶ 1<sup>st</sup> – 4<sup>th</sup> partner meeting). The following table gives an overview of the meeting venues, the dates and the main subjects discussed:

TABLE 4: Partner meetings

No of meeting	Venue	Dates	Agenda – main subjects discussed
1	Vienna (AT)	29 and 30 January 2007	<ul style="list-style-type: none"> <li>▶ Project introduction and fine-tuning</li> <li>▶ Financial and contractual aspects</li> <li>▶ Work programme until the 2nd partner meeting</li> <li>▶ Details on the 2<sup>nd</sup> partner meeting</li> </ul>
2	Munich (DE)	16 and 17 April 2007	<ul style="list-style-type: none"> <li>▶ Summary of activities undertaken so far</li> <li>▶ Report on wp 9, 10 and 11 and financial issues</li> <li>▶ Report on wp 1 to wp 5</li> <li>▶ Further steps and details on the 3<sup>rd</sup> partner meeting</li> </ul>
3	Velenje (SL)	24 and 25 January 2008	<ul style="list-style-type: none"> <li>▶ Summary of activities undertaken so far</li> <li>▶ Report on wp 9 to 12 and financial issues</li> <li>▶ Report on wp 4 and 8</li> <li>▶ Further steps and details on the 4<sup>th</sup> partner meeting</li> </ul>
4	Graz (AT)	12 June 2008	<ul style="list-style-type: none"> <li>▶ Project activities – past and forthcoming</li> <li>▶ Financial issues</li> <li>▶ Dissemination and valorisation</li> <li>▶ Final technical and financial reports</li> <li>▶ Wrapping up of meeting, cooperation beyond 08/2008</li> </ul>

### 1.2.2 Methods and approaches applied

The partnership had defined the following **goals** to be reached in Pro Mobility (cf. also I.1.1):

TABLE 5: Goals of Pro Mobility

Type of goal	Goals
Short-term goals	<ul style="list-style-type: none"> <li>▶ Establishment of Pro Mobility Committee in each country</li> <li>▶ Development of preliminary version of PMT</li> </ul>
Mid-term goals	<ul style="list-style-type: none"> <li>▶ Organisation of prototype exchanges</li> <li>▶ Drawing up of the final version of the PMT on the basis of the insights gained during the experimental exchanges</li> </ul>
Long-term goals (beyond the lifetime of the project)	<ul style="list-style-type: none"> <li>▶ Implementation of qualifying mobility as part of the internationalisation strategy of IVET in each country</li> <li>▶ Integrating qualifying mobility in national VET laws and regulations</li> <li>▶ Increasing/Intensifying transnational co-operations and networks</li> <li>▶ Increasing mobility in quantity and quality</li> </ul>

In order to reach these goals the following **methods and approaches** were applied:

- ▶ **Networking:** On a national as well as transnational level the cooperation between institutions was increased, intensified and should, via the Pro Mobility Committee, be institutionalised in future. Cooperations were built up between companies, schools, social partner organisations, public bodies, etc. (cf. also I.2.3 for more information).
- ▶ **Evaluation:** On the basis of a specific design developed by the participating institutions, the mobility exchanges – completed, existing and experimental exchanges – were evaluated and assessed. The insights gained were used to, first, draw up and, later, adapt the PMT.
- ▶ **Comparative analyses:** All national evaluation results (in wp 3 and in wp 6) were comparatively analysed. The objective of these analyses was to learn and profit from each other.
- ▶ **Prototype testing:** Testing the PMT on real (prototype) exchanges made sure that the results reached were well-grounded and empirically confirmed.
- ▶ **Strategy implementation:** Lobbying was an important task in this project. Mobility should, in the long run, be made part of the IVET internationalisation strategy of each country. More IVET providers and participants should be encouraged to engage in qualifying mobility. Mobility should reach the same status as it has in Higher Education through the Erasmus programme.

### *I.2.3 Practical provisions taken for building up and animating the partnership*

During Pro Mobility **four types of partnerships** were established:

- ▶ **Project partnership:** The partners that cooperated in Pro Mobility (cf. I.1.2) were chosen on the basis of their professional area they were involved in as well as on the basis of the expertise they could provide. All partners contributed to the success of the project in the way it was foreseen in the proposal and in the partner contract. It is planned to keep up this well functioning partnership for carrying out other transnational projects. Between the exchange partners the cooperation will definitely continue for mobility projects. Concrete steps have already been taken in this respect.
- ▶ **VET provider partnership:** Through the 56 prototype exchanges partnerships were established between VET providers (schools, companies) in the three countries. Their cooperation will also last beyond the project period since they are committed to organise similar exchanges also in the years to come.
- ▶ **Stakeholder partnership:** On a national level IVET stakeholders met within the framework of the Pro Mobility Committee or, as in Germany, exchanged information and ideas via e-mail. Their ongoing cooperation will be decisive for enabling and enhancing qualifying mo-

bility and reaching the long-term goal of Pro Mobility, i.e. the implementation of qualifying mobility in the internationalisation strategy of IVET programmes.

- ▶ **International network:** Since Pro Mobility was part of the twelve “Erasmus in VET” projects, a network was established also among the coordinators of these projects. The contacts established will likewise facilitate the organisation and implementation of mobility projects in future.

#### ***1.2.4 Problems encountered and solutions applied***

On the whole the problems encountered during the project process could be kept to a minimum. As referred to above (cf. 1.2.1) the **time schedules** set for starting and finishing the various work packages could not always be adhered to. On the whole the delays have not detained the entire process to the effect that it would not have been possible to produce the anticipated products. All results are available in the way they were originally planned.

The second problem encountered is connected to the **establishment of the Pro Mobility Committee in Germany**. For the German operative partner (*Wirtschaftsakademie Schleswig-Holstein*) it was not possible to get all IVET stakeholders invited together. The long travel distances were one of the major obstacles. Moreover, since the German VET system is largely organised on the regional level, it was difficult to set up an advisory group on a national level. Thus, in the course of the project the focus was put more on the Bavarian level as *IHK München-Oberbayern* was a driving force behind Pro Mobility. Together with the VET relevant ministries in Bavaria, the Bavarian State Institute for VET Research (*Bayrisches Staatsinstitut für Bildungsforschung, ISB*) and the Educational Department of the City of Munich (functioned as policy partner in Pro Mobility) a regional mobility network was set up that is committed to carry on the work after the end of the Pro Mobility project. Thus, even though a national PMC was not established, the idea of having a network that promotes qualifying mobility was realised on a regional level.

#### ***1.2.5 Assessment of results (achieved and anticipated)***

The following results were anticipated in Pro Mobility:

- ▶ **Pro Mobility Committee (PMC):** cooperation platform
- ▶ **Pro Mobility Toolkit (PMT)**
- ▶ **Pro Mobility website:** [www.pro-mobility.net](http://www.pro-mobility.net), virtual platform, containing the PMT
- ▶ **Prototype exchanges**

The **PMC** was – and still is – an important body to promote the idea of qualifying mobility in the project participating countries. It is important to continue the discussion about this type of mobility and keep the subject on the political agenda. Hence, the involvement of stakeholders and decision makers is the key to success. The operative and exchange partners will try to keep up this partnership and organise PMC meetings also after the lifetime of the project.

The **PMT** is an important source of information for those interested in (becoming involved in) mobility. The questions were drafted by the operative partners in cooperation with the exchange partners. The policy partners could comment on this draft and make alternative suggestions. The entire PMT was tested with teachers and trainers in the participating countries. Their feedback was used to improve its usability. The idea behind the PMT is provide information in an easy traceable and understandable way. A lot of materials and tools have been produced (mainly with Leonardo da Vinci fundings) that can facilitate the organisation, implementation and reviewing process of mobility exchanges (short and long-term). However, it is not always easy to find them in the web as they are not centrally collected. The PMT wants to offer a central source of information for useful and practical tools and instruments. It will be vital to update the PMT, to include also information relevant on the national level and review it according to the feedback received by users.

The **Pro Mobility website** [www.pro-mobility.net](http://www.pro-mobility.net) is a central product of Pro Mobility as it contains not only information about the project but also the PMT in three languages. It will be kept also beyond the lifetime of the project and regularly updated by *Institut für Bildungsforschung der Wirtschaft*.

Through the **prototype exchanges** valuable insights into impeding and favourable factors regarding the implementation of qualifying mobility were gained (cf. II.3 for more information). In future it will be necessary to work on these obstacles and take (political) actions to reduce them.

Important “by-products” of Pro Mobility are the **networks** that were established during the project period (cf. I.2.3). For future cooperations – in particular in connection with mobility exchanges – it is essential to have contacts, know people and institutions abroad and be familiar with other VET systems. This will contribute to the establishment of mutual trust which, in turn, will facilitate mobility.

### ***1.2.6 Cooperation with the contractor EAC/44/06***

The Pro Mobility partners supported the idea of having a “**roof project**” for using synergies among the individual projects, for furthering the cooperations and for supporting the project partners in case of questions and difficulties.

The Mobility Portal team continuously offered their **support**, forwarded useful materials, referred to interesting links and practical tools. The project coordinators *Wirtschaftskammer Österreich* and *Institut für Bildungsforschung der Wirtschaft* were visited by a representative of the project consortium who was the main contact person all through the project lifetime.

The four **thematic workshops** organised by the consortium were interesting and useful. Besides receiving valuable input the workshops offered the opportunity to network, exchange ideas and information, meet the representatives of the other projects and establish contacts. The **website** that was set up by the project consortium – [www.mobilityportal.eu](http://www.mobilityportal.eu) – was useful in terms of offering descriptions and links to the twelve projects. The discussion forum on the website was hardly used, however. Feedback was given to the consortium that it would have been useful to receive an automatic e-mail note when documents were uploaded onto the website.

The **great challenge** for the consortium was to bridge the projects that had different foci and aims. The more homogeneous the projects had been, the easier it had been to use synergies and profit in an optimal way from this project construction.

### ***1.2.7 Results of all work packages – qualitative and quantitative description and attachments, elements of good practice, discoveries made***

The project was divided into **twelve work packages** (cf. 1.2.1). Each work package led to certain **results** that contributed to the production of the **main products** (cf. 1.2.5). The following table gives an overview and a brief description of all the results achieved during Pro Mobility. All the results are stored in the restricted area of the Pro Mobility website ([www.pro-mobility.net](http://www.pro-mobility.net) ▶ Restricted Area, username “pro”, password “mobility”). The results highlighted are the main products. A tick in the last column refers to the attachments in the Annex.

TABLE 6: Results achieved during Pro Mobility

wp	Title of wp	Results achieved	Description	✓
1	Organisation and coordination of PMC	Pro Mobility Committee in all participating countries	In all countries a PMC was established. In Germany it operates on a regional level (Bavaria), in Austria and Slovenia it is a national body.	
2	Development of evaluation design of completed/existing exchanges	Evaluation design: questionnaires for evaluating past and/or existing exchanges	Three questionnaires were produced – one addressing sending organisations, one hosting organisations and one mobility participants (i.e. students, apprentices).	
3	Analysis and evaluation of completed/existing exchanges	National evaluation reports and comparative analysis	Three national reports were produced on the basis of the brief survey. A synopsis report (comparative analysis) was drawn up to detect similarities and differences.	
4	Development of PMT	PMT (preliminary version)	The PMT was produced in a first draft.	
5	Preparation of prototype exchanges	All 56 exchanges were prepared, i.e. the necessary steps were undertaken for the implementation of mobility phases.	The exchange partners cooperated closely at this project stage. They searched for IVET participants, sending and hosting IVET institutions helped establish contacts and contributed to the preparatory work.	
6	Evaluation of prototype exchanges – testing the PMT	National evaluation reports and comparative analysis	Three national reports were produced on the basis of the brief survey. A synopsis report (comparative analysis) was drawn up to detect similarities and differences.	
7	Adapting and fine-tuning of PMT	Final version of PMT	The PMT was finalised and translated. It is now available in English, German and Slovene.	✓
8	Developing web contents/updating website	Uploading of PMT onto the website	The PMT was integrated into the Pro Mobility website <a href="http://www.pro-mobility.net">www.pro-mobility.net</a> .	
9	Monitoring, evaluation and quality safeguarding	Process evaluation reports, internal monitoring, external feedback	During the project a process evaluation was carried out. A questionnaire was distributed twice among the partners in which they had the opportunity to give feedback on the process. Internally, reciprocal feedback was given mainly during the partner meetings but also in between via e-mail. The preliminary version of the PMT was tested externally by teachers and trainers. Their feedback was integrated into the final PMT version.	
10	Valorisation (cf. I.2.8. for more information)	Various dissemination products were produced.	For disseminating the project information and results a website ( <a href="http://www.pro-mobility.net">www.pro-mobility.net</a> ) was set up, a project flyer, a product flyer, a poster, a writing pad and a reading mark were produced. Moreover, the PMT was made available on USB-stick.	✓

wp	Title of wp	Results achieved	Description	✓
11	Project management	This included the communication with partners, the organisation of partner meetings, the writing of minutes, the drawing up of the final report and the cooperation with the Mobility Portal team.	The partners were informed regularly in form of so called "PM infos" (cf. restricted area of website). Furthermore, the four partner meetings (cf. I.2.1) were organised and minutes were taken. The final reports (technical and financial) were also written by the (co-)coordinator.	
12	Cooperation with EAC/44/06	Attendance of four thematic workshops; attendance of final conference	The project coordinator or another representative of Pro Mobility took place in the four thematic workshops organised by the Mobility Portal team. Two representatives also attended the final conference "moving onwards".	

### ***1.2.8 Dissemination measures undertaken***

At the beginning of the project a **corporate identity design** was created to have all materials in the same style. The CI design included a logo that had some resemblance with the Mobility Portal logo (in colour and style). By having this intended similarity the connection between the two projects should be shown. Moreover, templates for presentations, word documents and newsletters were produced (for more information on these style sheets please refer to the restricted area of the website).

Regarding **dissemination** Pro Mobility has been promoted at various occasions and in various forms from the beginning of the project until and beyond its end. The following **products** that are all attached to this report have been produced to spread information about the project and its results.

TABLE 7: Dissemination products

Product	Language(s) available	Number of copies produced	Distribution among partners	Description
Website	DE, EN, SL	n.a.	n.a.	The website <a href="http://www.pro-mobility.net">www.pro-mobility.net</a> has been online since the start of the project. It contains basic information about the project and free access to the main product, the PMT.
Project flyer	DE, EN, SL	2,000	100 for OPs and EPs 50 for PPs More copies obtainable on demand at ibw	The project flyer is trilingual so that the most important information is available in all three languages. 2,000 copies were printed.

Product	Language(s) available	Number of copies produced	Distribution among partners	Description
Product flyers	DE, EN, SL	n.a.	n.a.	The product flyer was produced in all three languages. It is available on the website and can be printed on demand.
Project poster	EN	Small posters: 40 Bigger posters: 100	Small posters: 5 for OPs and EPs (PPs on demand) Bigger posters: 10 for OPs and EPs (PPs on demand) More copies obtainable on demand at ibw	Two sizes of the project posters were produced – a small and a bigger one.
Reading marks	n.a.	200	12 for OPs and EPs 7 for PPs	The reading mark shows the project's web-address.
Writing pads	n.a.	300	20 for OPs and EPs 10 for PPs	The writing pad shows the logo of the project and its web-address.
USB-sticks	n.a.	300	20 for OPs and EPs 10 for PPs	The USB-stick contains the PMT in all three languages. It shows the project logo and the web-address.

Remarks: DE = German, EN = English, SL = Slovene; n.a. = not applicable; OPs = operative partners, EP = exchange partners, PPs = policy partners

In the course of the project period and also beyond the end of its lifetime information about Pro Mobility has been disseminated at **conferences, workshops and other events** by all operative and exchange partners. The presentations used<sup>4</sup> and the articles written can be found in the membership area of the Pro Mobility Website. The following table gives an overview of these occasions:

TABLE 8: Dissemination events

When?	What?	Where?	For whom?
<b>AUSTRIA</b>			
27.02.2007	Info workshop about ibw materials, projects etc.	Berufspädagogische Akademie (now Pädagogische Hochschule), Vienna	Future teachers (in particular those who want to focus on vocational guidance and counselling)
12.04.2007	Info workshop about ibw materials, projects etc.	Berufspädagogische Akademie (now Pädagogische Hochschule), Linz	Future teachers

<sup>4</sup>) Please note that presentations were used for more than one event. Hence, the number of presentations in the restricted area does not correspond to the number of events attended. Moreover, a sample presentation was produced at the beginning (in German and English) that each project partner could use for dissemination (cf. also restricted area).

When?	What?	Where?	For whom?
<b>AUSTRIA</b>			
26.04.2007	ÖPWZ AusbilderInnen-Treffen (IVET trainer jour fixe)	Firma Opel	IVET trainers
09.20.2007	Thematic workshop organised by the Mobility Portal team (EAC/44/06)	Vienna	Experts in VET and mobility; stakeholders
06.11.2007	Workshop on ECVET and EQF – focus on practical implementation projects	Vienna	Representatives of Chamber of Commerce and Austrian Federation of Industries
29.11.2007	Workshop on cross-border partnerships in IVT	Graz	Experts in VET and mobility; stakeholders
16.05.2008	Meeting of German and Austrian chamber representatives	Innsbruck	VET experts in chambers
06.10.2008	Conference “Quality in VET”	Vienna	VET experts; teachers and trainers; stakeholders
23.10.2008	Jour-fix of chamber experts in vocational guidance and counselling	St. Pölten	Chamber experts in vocational guidance and counselling
06.11.2008	Einfach weg – information event	Wien	Young people, schools, companies interested in work placements
13.11.2008	AFP-Netzwerktreffen (Foreign Work Placement-Network Meeting) of technical VET colleges	Wien	Teachers and headmasters of technical VET colleges
27.11.2008	Work-based Initial Vocational Training : Europeanization of Training Pathways	Paris	Teachers, trainers, VET experts, stakeholders
1 <sup>st</sup> quarter 2007	ibw-Mitteilungsartikel	Austria	More than 1,200 subscribers in all over Austria (teachers, trainers, VET-experts, stakeholders etc.)
4 <sup>th</sup> quarter 2008 (to be published in 12/2008)	ibw-Mitteilungsartikel	Austria	More than 1,200 subscribers all over Austria (teachers, trainers, VET-experts, stakeholders etc.)
09.08.2007	1 <sup>st</sup> Pro Mobility newsletter	Austria	Teachers, trainers, VET-experts, stakeholders etc.
31.03.2008	2 <sup>nd</sup> Pro Mobility newsletter	Austria	Teachers, trainers, VET-experts, stakeholders etc.
25.09.2008	3 <sup>rd</sup> Pro Mobility newsletter	Austria	Teachers, trainers, VET-experts, stakeholders etc.
<b>GERMANY</b>			
1 <sup>st</sup> quarter 2007	Article in “Ausbildung aktuell”	Upper Bavaria	Trainers, teachers, companies
27.03.2007	Workshops and information exchange (“Arbeitskreis”) school-industry	Bavaria	Teachers, trainers

<b>GERMANY</b>			
3 <sup>rd</sup> quarter 2007	Article in "Ausbildung aktuell"	Upper Bavaria	Trainers, teachers, companies
11.12.2007	Bavarian VET Congress 2007 in Nurnberg	Bavaria	Teachers, trainers, VET experts
08.05.2008	Europe Day of the VET School System in Munich	Bavaria	VET schools, teachers, trainers, decision makers
4 <sup>th</sup> quarter 2008 (to be published in 12/2008)	Article in "Ausbildung aktuell"	Upper Bavaria	Trainers, teachers, companies
06.11.2008	Conference on Europass in Kiel	Schleswig-Holstein	Trainers, teachers, companies
Feb. 2009	Workshop for companies	Bavaria	Trainers, teachers, apprentices
09.08.2007	1 <sup>st</sup> Pro Mobility newsletter	Germany (focus on Bavaria)	Teachers, trainers, VET experts, stakeholders etc.
31.03.2008	2 <sup>nd</sup> Pro Mobility newsletter	Germany (focus on Bavaria)	Teachers, trainers, VET experts, stakeholders etc.
25.09.2008	3 <sup>rd</sup> Pro Mobility newsletter	Germany (focus on Bavaria)	Teachers, trainers, VET experts, stakeholders etc.
<b>SLOVENIA</b>			
02/2007	Information on Pro Mobility published in CPIIskrice	Slovenia	Ministries, trade and crafts chambers
18.04.2007	11 <sup>th</sup> meeting of the Slovenian Headmasters' Association	Radenci	VET headmasters
05.09.2007	International Conference in Bled: Konferenca ESF – ob zaključku programskega obdobja 2004-2006	Slovenia	VET teachers, trainers, experts, stakeholders
12. – 14.11.2007	14 <sup>th</sup> meeting of the Slovenian Headmasters' Association	Portoroz	VET headmasters
12.12.2007	Lifelong Learning Symposium	Slovenia	VET teachers, trainers, VET experts, stakeholders
22.04.2008	12 <sup>th</sup> meeting of the Slovenian Headmasters' Association	Radenci	VET headmasters
09.08.2007	1 <sup>st</sup> Pro Mobility newsletter	Slovenia	Teachers, trainers, VET experts, stakeholders etc.
31.03.2008	2 <sup>nd</sup> Pro Mobility newsletter	Slovenia	Teachers, trainers, VET experts, stakeholders etc.
25.09.2008	3 <sup>rd</sup> Pro Mobility newsletter	Slovenia	Teachers, trainers, VET experts, stakeholders etc.

In addition to participating in events all partners were also involved in **informal dissemination** throughout the project period and also beyond. Dissemination was also done by the policy partners who are committed to keep the subject on the political agenda also in future.

### ***1.2.9 Intellectual property rights, copyright***

**No specific agreement** was made on the intellectual property rights. The Pro Mobility Toolkit is available free of charge. Anyone interested in the PMT can access it without any barrier (e.g. password, registration etc.). All partners can adapt the PMT to their national situation adding documents and links they deem useful for the target group in their countries. The PMT will remain accessible via the Pro Mobility website also beyond the project's lifetime. Moreover, sticks containing the PMT can be obtained from *Institut für Bildungsforschung der Wirtschaft*.

## PART II

### II.1 How will the results be used?

The **results of Pro Mobility** will be used in all countries that participated in Pro Mobility and will hopefully prove useful also for others.

As regards the **political side**, in all partner countries the subject of qualifying mobility will remain an important issue, in particular with a view to implementing ECVET. The reason for this lies in the fact that the introduction of ECVET is worth the effort and resources needed if longer-term mobility exchanges become more common (and it is reckoned that they become more common because of the introduction of ECVET). Thus, the members of the PMCs in all countries are committed to keep the subject on the political agenda, raise more awareness of its importance and establish the idea of qualifying mobility in VET in a stronger way than it has been so far (cf. I.1.3 for more information).

As regards the **operative side**, the exchange partners will continue their cooperation established during Pro Mobility. In doing so they will use the Pro Mobility Toolkit to get people, schools and companies interested in (longer-term) mobility. The continuous usage of the PMT

will show the necessary updates (new documents, new links etc.) and improvements that will have to be made in future.

## II.2 How could others use the results of the project (transferability)?

The PMT is available **free of charge** on the Pro Mobility website and can be accessed **without prior registration**. All the information is provided in three languages, i.e. in English, German and Slovene. The texts can easily be translated into additional languages and added to the website. Interesting documents, links to useful tools and websites can be included easily. Hence, the products are **easily transferable** to other languages and other countries.

## II.3 Main findings and recommendations for relevant actions to support the mobility of apprentices and young people in IVET

During the Pro Mobility project several **valuable experiences** connected to the question of how to improve qualifying mobility in terms of quantity and quality could be gained – in the course of the **political process**, i.e. when dealing with PMC members and discussing this subject with political stakeholders as well as in the course of the **practical process**, i.e. when drawing up the PMT and organising the prototype exchanges. In the following the main conclusions shall be summarised:

### **Political process**

The Pro Mobility project **initiated or intensified discussions** on qualifying mobility among stakeholders. This process is by no means completed in the three participating countries. It is a long-term aim of Pro Mobility (cf. I.1.1 above) to keep this subject on the political agenda and lobby for the implementation of qualifying mobility to become part of the internationalisation strategy of the VET systems. The political discussions have focussed on the following topics:

- ▶ **Legal and administrative issues:** In order to reach a similar situation in terms of mobility in VET as in HE it is necessary to **create a clear legal basis** for it. The possibility of going abroad for a longer period during the VET programme must be anchored in the respective VET laws. It is also important to clearly state the circumstances under which the mobility periods and the competences acquired during these periods are recognised. Participants

must be sure that the time they spent in a hosting VET provider (school or company) does not prolong the VET programme in the sending country, nor should exams already taken abroad have to be repeated at home. Besides creating the legal basis **administrative burdens have to be abolished**. It is advisable to establish (and finance) supporting structures, e.g. mobility offices (as they exist at universities) that assist VET participants and providers in the organisation of exchanges. Such offices could also contribute to enhancing the quality of mobility as they could review the whole process at the end and implement improvements. They could furthermore set quality criteria that guarantee certain standards (e.g. as regards the training offers abroad, the premises, the teachers and trainers, the accommodation etc.). On a political level it is also essential to encourage the development and implementation of European transparency instruments in each member state, such as the National Qualifications Framework and – particularly relevant for mobility – the European Credit System for Vocational Education and Training.

- ▶ **Individual mobility:** In order to enable individuals to participate in mobility it is important to **create the necessary supporting structures**. While it might be easier for schools to organise mobility exchanges (though this cannot be generalised), it is more difficult for companies (in particular SMEs) due to lack of time and personnel resources. It would enhance the number and also the quality of mobility exchanges, if each country had the required infrastructure to offer support. If it is a declared aim to enhance qualifying mobility from a political perspective, the required financial means for creating such supporting structures must be provided. Another important aspect is connected to the funding of mobility (cf. also the following point). Via **pool projects** organisations can apply for funding for a number of individuals – this has proved to be an effective way in countries where such projects are possible (e.g. in Austria).
  
- ▶ **Financing of mobility:** Mobility exchanges can be quite costly. The Leonardo da Vinci measure within the Lifelong Learning Programme is the most important source of funding for existing exchanges. Usually, however, it does not cover all the expenses. Thus, national governments, social partners, sectoral organisations but also schools and companies should be encouraged to **contribute to the funding of mobility exchanges**. A problematic issue that has surfaced repeatedly in the political discussions during the Pro Mobility period is connected to the monthly remuneration apprentices receive from their training companies. When apprentices go abroad, companies temporarily lose a workforce but are obliged to continue to pay the remuneration. This problem needs further discussion on a political level. Reciprocal exchanges could be one of the solutions, though they are difficult

to organise. It might also be possible to establish transnational training alliances or provide subsidies for companies that enable their apprentices to go abroad.

- ▶ **Raising awareness:** In order to enhance the number of qualifying mobility exchanges it will be necessary to raise more awareness of their **added value** for all participants. In workshops and conferences the advantages of going abroad during a VET programme should be highlighted, best practice examples should be shown to demonstrate in what ways participants can profit from temporary stays in another country. It is important to win multipliers, e.g. teachers, headmasters, company owners, etc. that can help convince VET participants and their parents to take their chances.
- ▶ **Establishing networks:** One of the key aspects of Pro Mobility was the establishment of networks and partnerships (cf. also I.2.3) It is through these networks that different situations and systems can become more familiar, prejudices can be eliminated and **mutual trust can be established**. Thus it is important that PMCs cooperate transnationally more closely in future and try to find joint solutions to common problems.

## Practical process

Practical insights could be gained during the 56 prototype exchanges. Even though the VET systems in the three countries differ, the **practical challenges** that surfaced in the three countries are fairly similar. In the following these challenges as well as possible solutions and suggestions are discussed:

- ▶ **Information and instruments:** A lot of information has been collected, instruments and tools have been produced for promoting (qualifying) mobility over the past few years (financed mostly through Leonardo da Vinci). However, they cannot always be found easily or are easily accessible. In order to enhance mobility it is essential to **make information and infrastructure traceable** and **offer them for free** via well-known channels (e.g. through thematically relevant websites etc.). The Pro Mobility Toolkit aims at providing such information and tools in an easy-to-use style (FAQs). More tools already available should be attached to the PMT in future in order to make it a comprehensible source of information for everyone interested in (longer-term) mobility exchanges.
- ▶ **Exchange organisation:** Exchange organisations can **positively contribute to the quantity and quality of mobility exchanges**. They have the necessary know-how for the

organisation of exchanges, have contacts in other countries, know the situation and systems in these countries and can offer support for all mobility participants. Thus it is advisable to establish such bodies in all countries. They can particularly assist companies, above all SMEs, in the organisation of exchanges, as the Austrian examples IFA (International Young Workers' Exchange) and atempo show.

- ▶ **Establishing networks:** The setting up of partnerships is an important **prerequisite for boosting mobility** in VET. The start of mobility exchange relations is facilitated, if two VET providers know each other, their VET programmes and their curricula. This became particularly evident during Pro Mobility where the exchange partners agreed to continue their good cooperation also beyond the project's lifetime. As at the beginning of exchange relations quite some effort is required to get the project started, a continuous cooperation redeems the time and money invested (e.g. for preparatory visits, for drawing up learning outcome descriptions etc.)
  
- ▶ **Recognition:** One of the key success factors of qualifying mobility is the recognition of the mobility period spent abroad as well as the learning outcomes acquired. In order to enable recognition, it is necessary to have a **clear legal situation** in this respect (cf. above) as well as **tools, processes, documents** etc. agreed upon between sending and receiving institutions. It is first and foremost important to have a good description of the qualification that the VET programme leads to. This description should cover the knowledge, the skills and the competences (learning outcomes) to be acquired. It should be stipulated what a learner knows and is able to do at the start of his/her mobility period and what he/she is supposed to acquire abroad. This clear-cut description can facilitate the communication between sending and receiving organisations by providing a kind of "common language". The VQTS-model (Vocational Qualification Transfer System) can be used as a best practice example for such an approach. Furthermore, it must be agreed upon prior to the exchange which methods are used to test the knowledge, skills and competences of the learner abroad and how the learning outcomes are certified. The learner must be sure that the learning outcomes he/she acquires are validated in his/her sending organisation. Both institutions involved could be supported in this decisive process by an exchange organisation. Moreover, transparency tools such as ECVET could support this key stage in mobility periods. For subjects/learning contents not treated abroad solutions have to be found as well. As the learning process continues in the sending organisation, mobility participants often miss out on them. What proved useful in Pro Mobility was the provision of materials via online learning platforms. In this way learners have access to exercise sheets, materials, etc. and can also keep contact to fellow-students and teachers.

- ▶ **Interface problem:** The VET systems and programmes differ considerably among European countries. This often raises the question of the compatibility of curricula when it comes to mobility exchanges. In order to see if two programmes are congruent, a **precise description of the learning outcomes** should be provided (cf. above “recognition”). Another issue that could diminish the interface problem is **modularisation**. The smaller the units of curricula are, the more easily they are comparable and transferable.
- ▶ **“Practical problems”:** Even if the circumstances in VET become more “mobility-friendly” (i.e. clear legal situation, introduction of ECVET, good outcome-oriented description of qualification, etc.) a number of **practical problems cannot be easily solved**. First, there is the language problem. Unless students speak the language of the hosting country well enough, it will be difficult for them to follow the tuition in the hosting institution. Thus, a good and intensive **linguistic preparation** would be required before going abroad. Moreover, many VET learners are – compared to HE students – rather young and in most cases under age. This is why parents are often hesitant to agree to longer-term mobility stays abroad. One possibility would be to establish a **guidance system**, i.e. a person accompanying learners during their travels, a mentor being available abroad, a “buddy” taking care of the learning in his/her spare time etc.

II.4 Proposals for expansion and/or multiplication of this type of initiative, and to what extent the existing mobility measures within the III Programme should/could be adapted to reinforce the transnational mobility of this target group

On the basis of the experiences gained during Pro Mobility, the following **suggestions** can be made:

- ▶ It would be advisable to support the **establishment of networks** among VET schools and companies.
- ▶ The **establishment of exchange organisations** that support the organisation, implementation and review process of mobility exchanges should be encouraged.
- ▶ It would be important to support the **drawing up of qualification descriptions** using the tools provided and process in ECVET.

- ▶ The production of **tools and instruments** that are useful for organising and implementing mobility exchanges should be encouraged. It is also important to make them centrally available, easily accessible and useable.
- ▶ More **awareness raising events** should be organised/supported for VET schools, companies, VET participants and their parents.

## PART III

### Explanations

The following part covers the **final financial report**. The explanations below should facilitate the understanding of the expenses incurred and the minor changes made in the budget. The report covers the following documents:

- ▶ **Budget changes:** This part shows the changes that were made within the cost categories.
- ▶ **Cost divisions:** Costs for the production of dissemination materials and the setting-up of the website were equally divided among the whole partnership.
- ▶ **Financial report:** This part contains all templates provided by the Commission. It shows the expenditures in the various categories for the entire partnership.
- ▶ **Partner budgets:** The last part shows the individual budgets for all fund-receiving partners (operative and exchanges partners).

### Budget changes

In the course of the project only **minor changes** were made to the contractual budget. These changes affected the direct cost categories “travels and subsistence costs”, “equipment and

materials”, “subcontracting” and “distribution of other costs”. All these changes remained **below the 10%-ceiling** from and to categories.<sup>5</sup> They were necessary to cover unforeseen costs and balance expenses that were higher than originally calculated. Table 9 shows the changes made:

TABLE 9: Budget changes

Category	Contractual budget	New budget	Amount transferred	In % of original category budget
Staff costs	141 065.00	141 065.00	---	---
Travel and subsistence costs	26 005.00	24 071.45	1 933.62	7.44%
Equipment and materials	0	823.00	823.00	---
Subcontracting, consultancy and other services	13 160.00	13 113.15	46.85	0.36%
Distribution of other costs	11 673.00	12 830.48	1 157.47	9.92%
Other direct costs	1 500.00	1 500.00	---	---
General costs	6 800.00	6 800.00	---	---
Total	200 203.08	200 203.08		

## Cost divisions

Expenses for the production of dissemination materials (flyer, poster, USB-stick, etc.) were spent centrally and then **subdivided equally among the partnership**. *Institut für Bildungsforschung der Wirtschaft* took care of the production, pre-financed all invoices and got reimbursed by all partners.

All expenditures were divided by eight partners. Although only seven fund-receiving partners participated in Pro Mobility, the Slovenian partner functioned as operative and exchange partner and had both budgets. Hence, all costs were split by eight, with the School Centre Velenje taking over two shares.

Some of the expenditure fall under the category “subcontracting”, some under “distribution of direct costs” and some under “other costs”. A detailed explanation of the various costs will be given below.

<sup>5</sup>) The 10%-ceiling is not applicable to “equipment and materials” as no costs were originally calculated for this category.

## Final report

### **Staff costs**

All **staff costs** amount to EUR 155 066.80. Hence, more staff costs were used than originally calculated. The extra costs will be provided by each participating institution (= own funds).

### **Travel and subsistence costs**

Travel and subsistence costs were spent for the four **partner meetings** (cf. I.2.1) and a number of **visits** for the organisation and follow-up of the prototype exchanges.

### **Equipment and materials**

atempo organised a mobility exchange for a handicapped person (cf. report in wp 6 in the restricted area of the website). In order to keep contact with him, it was necessary to **set up an online communication platform**.

### **Subcontracting, consultancy and other services**

All partners have the same amount of subcontracting **expenses** (cf. cost division above). These expenses cover

- ▶ Graphic design (CI), development of logo: At the beginning a corporate project design as well as a logo was created (cf. I.2.8).
- ▶ Printing of flyer: The trilingual project folder was printed (cf. sample flyer in the Annex).
- ▶ Translation of flyer into SL: The flyer text was translated into Slovene. The German and English versions were made by *Institut für Bildungsforschung der Wirtschaft*.
- ▶ Programming of website: The website [www.pro-mobility.net](http://www.pro-mobility.net) was programmed by a media specialist.
- ▶ Translation of website into EN and SL: The website texts were translated into English and Slovene.
- ▶ Website modification: The website was modified to be WAI conform by a specialist.

### *Distribution of direct costs of conferences and seminars*

Besides costs incurred by the organisation of promotion events, the following **costs** were subsumed under this category:

- ▶ Production of USB-sticks: The sticks were mainly produced to distribute them at promotion events attended/organised after the end of the project.
- ▶ Translation of PMT into EN and SL: In order to have the PMT in all three languages (and disseminate it more easily) all texts were translated into English and Slovene.

### *Other direct costs, especially follow-up costs*

This cost category covers the following **expenses** (all partners have the equal share, cf. cost division):

- ▶ Graphic design of poster: Posters will be used for disseminating information about the project in future events.
- ▶ Printing of small and big posters: Two sizes of posters were produced to be used for different occasions (project fairs, in schools, companies etc.).
- ▶ Graphic design of product flyer: A flyer was designed in three languages (German, English and Slovene) containing information about the PMT. It was not printed but can be produced from the website on demand.
- ▶ Webdomain 2007 and 01/2008 until 08/2008: The URL [www.pro-mobility.net](http://www.pro-mobility.net) was bought by the partnership.

## Partner budgets

The final part of this financial report shows the **individual budgets** of all fund-receiving partner institutions:

- ▶ P1 – Wirtschaftskammer Österreich (AT)
- ▶ P2 – atemp (AT)
- ▶ P7 – Institut für Bildungsforschung der Wirtschaft (AT)
- ▶ P8 – Internationaler Fachkräfteaustausch (AT)
- ▶ P15 – Industrie- und Handelskammer München-Oberbayern (DE)
- ▶ P17 – Wirtschaftsakademie Schleswig-Holstein (DE)
- ▶ P19 – Solski Center Velenje (SL)

# ANNEX

## Contact details of partners

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### *Members of the national Pro Mobility Committees*

#### **Austria**

- [Bundesministerium für Unterricht, Kunst und Kultur](#) (Federal Ministry for Education, the Arts and Culture)
- [Bundesministerium für Wirtschaft und Arbeit](#) (Federal Ministry of Economics and Labour)
- [Fachverband der Friseure](#) (Federal Guild of Hairdressers)
- [Fachverband Hotellerie](#) (Austrian Professional Hotel Association)
- [Kammer für Arbeiter und Angestellte](#) (Chamber of Labour)
- [Landesschulrat für Oberösterreich](#) (Regional Education Board of Upper Austria)
- [Österreichischer Austauschdienst](#) (Austrian Exchange Service)
- [Österreichischer Gewerkschaftsbund](#) (Austrian Trade Union Federation)

#### **Germany**

- [Europäisches Bildungswerk für Beruf und Gesellschaft](#) (European Association for Vocational and Social Education r.s.)
- [Handwerkskammer für München und Oberbayern](#) (Chamber of Crafts for Munich and Upper Bavaria)
- [Stadt München](#) (City of Munich)

#### **Slovenia**

- [Center RS za poklicno izobraževanje](#) (National Institute for Vocational Education and Training)
- [Obrtna zbornica Slovenije](#) (Chamber of Craft of Slovenia)