

Work phases and work packages of Pro Mobility

The **various activities** to be carried out in *Pro Mobility* can be grouped into **three work phases** and **eight work packages** (wp), each leading to (a) particular **result(s)**:

Phase 1: Preparation and Analysis:

- **Wp 1 – Pro Mobility Committee (PMC):** In this wp the operative partners in the participating countries will coordinate the establishment of a PMC in each country. They will contact IVET stakeholders and inform them about the project and the objectives of the PMC. They will organise a kick-off PMC meeting and regular meetings during the project period.
- **Wp 2 – Evaluation design:** In order to evaluate completed and/or existing mobility exchanges, an evaluation design has to be developed. This design will include questionnaires for the sending and the receiving institutions as well as for the apprentices/students (having been) involved in mobility. Furthermore interview guidelines for qualitative interviews will be developed for IVET stakeholders (e.g. ministries, social partners) and for institutions organising mobility exchanges. The uniform evaluation design will enable a structured documentation of the feedback in all participating countries and, thus, allow comparisons.
- **Wp 3 – National evaluation report and comparative analysis:** At least ten completed and/or existing mobility exchanges will be evaluated in each country. Moreover, existing mobility instruments will be examined and assessed. The results of these evaluations will be analysed and summarised in a national final report (approx. ten to 15 pages). On the basis of all final reports a brief comparative analysis (approx. 20 to 25 pages) will be made in order to detect similarities and differences in the feedback given.

Phase 2: Development and Testing:

- **Wp 4 – Mobility guidelines (preliminary version):** Based on the results gained from the evaluation process, transnationally and nationally relevant mobility guidelines will be developed during wp 4. These mobility guidelines will address a number of key questions, among others:
 - How can qualifying mobility be achieved in each country?
 - What are the obstacles to be overcome (e.g. in regard to different learning sites, competence descriptions, recognition, legal regulations, etc.)?
 - What can be done to foster qualifying mobility and encourage IVET participants (schools companies, individual students) to take part in it?
 In order to answer these (and other) questions the mobility guidelines will cover the
 - framework conditions required, i.e. legal basis, recognition of competences acquired abroad, competence descriptions, etc.
 - infrastructure needed, i.e. exchange organisation, qualification authorities etc.
 - tasks of players involved, i.e. tasks of sending and receiving institutions, of mobility participants, of exchange organisation, etc.
 - procedure to be followed, i.e. steps to be taken in mobility process
 - documents required, i.e. competence description, Europass mobility, Certificate Supplement, mobility contract, etc.
- **Wp 5 – Preparation of prototype exchanges:** On the basis of the mobility guidelines developed at least three prototype exchanges will be prepared and evaluated in each participating country. The exchanges themselves will take place within the “Lifelong Learning” measure of the Leonardo da Vinci programme. The preparatory tasks in *Pro Mobility* will include the establishment of “zones of mutual trust” and the conclusion of a “memorandum of understanding” between the sending and the receiving institutions.

These tasks cover the

- discussion of the existing competence descriptions and the
- definition of competences (and their levels) acquired abroad.

For the evaluation of the prototype exchanges the evaluation design of wp 2 can be taken. The results of this evaluation will be used to adapt and fine-tune the mobility guidelines.

- **Wp 6 – National evaluation report and comparative analysis:** The results of the evaluation of the prototype exchanges (= testing the mobility guidelines) will be summarised in national final reports (approx. ten to 15 pages). A brief comparative analysis (approx. 20 to 25 pages) will be produced in order to detect similarities and differences in the feedback given.
- **Wp 7 – Mobility guidelines (final version):** The insights gained during the preparation and carrying out of the prototype exchanges will be used to adapt and fine-tune the transnationally and nationally relevant mobility guidelines.

Phase 3: Implementation and Dissemination

- **Wp 8 – Web content:** In all participating countries web content will be created that will be added to existing, well-known and thematically relevant websites (e.g. Leonardo da Vinci websites or websites of exchange organisations, chambers etc.). This web content will cover the mobility guidelines developed in wp 4 and fine-tuned in wp 7. Furthermore, it will comprise information about the Europass transparency instruments (e.g. Europass Mobility, Europass Language Pass, Europass Certificate Supplement etc.), about ECVET and the EQF, the VET systems in other countries (with reference to existing websites, e.g. Eurydice, Cedefop etc.), competence descriptions, a database with receiving/sending institutions (i.e. an IVET exchange platform with placement offers), contact addresses, best practice examples, etc.

Besides these eight work packages, there are four horizontal work packages which are relevant from month 1 to 21:

- **Wp 9 – Monitoring, evaluation and quality safeguarding:** The project procedure and the results will be constantly monitored and evaluated by one of the participating partners. Furthermore, the results will also be evaluated by an external, independent expert. The outcomes will be used to improve the products (cf. D.1).
- **Wp 10 – Valorisation:** Spreading information about the project and disseminating project results are important tasks throughout the lifetime of the project, in particular, though, after wp 8, i.e. when the final products are available. The Pro Mobility Committees will play a central role in the valorisation process in each participating country, as they are involved in policy and strategy making processes. Thus, they can directly influence the implementation of the mobility guidelines and the integration of qualifying mobility in national laws and training regulations. Efforts will also be made to spread the information and use the results beyond the project period (cf. D.3).
- **Wp 11 – Project management:** The project management includes the safeguarding of the project process, the organisation of the partner meetings, the writing of minutes, the communication with partners, the drawing up of content and financial reports, etc.
- **Wp 12 – Cooperation with EAC 44/06:** Great importance will be attached to the cooperation with the project team of the call for tender EAC 44/06 during the entire project period. Information will be exchanged regularly via e-mail. EAC 44/06 team members will also be invited to the *Pro Mobility* partner meetings giving both project teams the chance to exchange information and feedback. All documents and results produced will be forwarded to the EAC 44/06 project team. During the project period three one-day meetings in Brussels will be attended by two *Pro Mobility* team members. All *Pro Mobility* members will take part in a joint final conference in Brussels.