

PRO MOBILITY – PLATFORMS FOR THE PROMOTION AND SUPPORT OF QUALIFYING MOBILITY IN IVET

1. PRO MOBILITY TOOLKIT

The **Pro Mobility Toolkit (PMT)** is now available in three languages: German, English and Slovenian. It provides **basic information** about short- and longer-term mobility stays during vocational education and training (VET).

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. FAQs – EXAMPLES

Preparation

1) Is it legally possible to go abroad for learning purposes while attending an IVET programme?

In principle, all EU citizens are entitled to establish themselves in any EU member state to attend college or university programmes and/or work there. As a **young person attending an initial vocational education and training (IVET) scheme** you can therefore go to other European countries during your college- or company-based training period to complete (a part of) your programme there.

You are even recommended to make yourself familiar with a **foreign culture, another learning environment or another work procedure** once for a short period of time, learning a **foreign language** or improving existing language skills. By completing a part of your work or college programme abroad you have the opportunity to immerse yourself in a foreign culture and expand your own horizon. You can be sure that such a work placement or college attendance programme in another country will **enhance your self-confidence and self-reliance**.

Even though freedom of establishment is a fundamental right, you have to **observe relevant legal provisions**. These vary from country to country. It is therefore vital that you obtain information from your college, training company or the authorities responsible for the training (e.g. the ministries) before starting your period of work placement abroad whether national legislation allows you to complete (a part of) of your training abroad.

Additional information and links

[Legal bases in Austria \(DE\)](#)

[Your Europe – Citizens](#)

[Eurydice](#)

[Living, working, studying - An overview of your EU rights](#)

Implementation**28) How will the learning outcomes attained by mobility participants be assessed and certified?**

The **assessment (evaluation)** of learning outcomes you obtain during your stay will depend on the **procedure typically adopted** by the host company and the **agreement** concluded beforehand between your sending institution, host institutions and you yourself ([question 14](#)). Possible procedures include: a test taken at the end of your stay, or a technical discussion to appraise your knowledge and skills. Depending on your activity, you will have to manufacture a work piece or conduct a project. There are many ways of assessing your learning outcome. You should inform yourself **before your trip** about which will be applied in your case.

For **certification** most commonly **grades** will be assigned or a **verbal assessment** will be made. This will also depend on how your host institution normally certifies performance and what has been agreed on beforehand between you and your sending institution ([question 14](#)). By all means you should request a **written certificate**, which will form the basis for the recognition of your learning outcome in your home country ([question 15](#), [question 29](#)).

Completion of the **Europass Mobility document** is recommended in all events to document your learning and work experience abroad.

Follow-up**31) Will the period spent abroad by mobility participants and the learning outcomes attained by them be recognised in their country? Will they receive any credits for them? What is important for recognition/credits?**

Recognition of learning times and credits for learning outcomes will depend on what has been agreed on between you as the mobility participant, your sending institution and the host institution **beforehand** ([question 15](#)). To avoid discussion after the stay, it is very important that you **clarify major issues** before departing and lay down the agreement **in writing** ([question 13](#), [question 14](#), [question 15](#)).

For recognition/credits it will be essential to clarify in detail what **learning outcomes** you should **acquire** abroad ([question 14](#)). These should link "seamlessly" with your training in your home country or at least be part of your IVET programme. In addition, it is vital to find out how **testing** will be conducted at the host institution and how the learning outcomes obtained will be **certified and documented** ([question 15](#)).

When preparing for your stay abroad ([preparation](#)), **close coordination** between all parties involved will therefore be essential. Also bear in mind that you have the option to pay the institution a **preparatory visit** ([question 16](#)) – it is often easier and better to answer many questions on site.

Glossary

- **Competence:** "Competence" means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development. In the context of the European Qualifications Framework competence is described in terms of responsibility and autonomy.
- **Continuing vocational education and training (CVET):** Attendance and completion of a second/additional vocational training path (frequently at adult learning institutions)
- **Credit points:** Credit points are used to measure in quantitative terms parts of an education and training programme or a qualification.
- **CVET:** Continuing Vocational Education and Training – continuing vocational education and training
- **Descriptors:** Descriptors are short, subject-/sector-independent, generic descriptions of learning outcomes acquired within the framework of a learning process. They are mostly described as knowledge, skills and competence.
- **ECVET:** The European Credit System for Vocational Education and Training is a European learning credit system for vocational education and training that is currently being developed. ECVET aims at ensuring transparency and improving comprehensibility of learning outcomes acquired in another system or learning context. This pursues the goal of facilitating recognition and credit transfer.
- **EQF:** The European Qualifications Framework aims to serve

The entire Pro Mobility Toolkit in German, English and Slovenian can be accessed on the following **website:**

www.pro-mobility.net

Also available on website (www.pro-mobility.net ▶ News):

- ▶ **Pro Mobility project flyer**
- ▶ **Pro Mobility product flyer**

THE PROJECT IN BRIEF

Name Pro Mobility – Platforms for the Promotion and Support of Qualifying Mobility in IVET
Project no. 2006 – 4503/001-001 PIL PILOTP
Period December 2006 until August 2008
Contact Sabine Tritscher-Archan, T: (0043 1) 545 16 71-15, M: tritscher-archan@ibw.at

The project is financed by the European Commission, the Austrian Federal Ministry for Education, the Arts and Culture, and the Austrian Federal Ministry of Economics and Labour. The Commission shall not be liable for the content of this website.