

Checklist for the Implementation of a European Class Mobility Project

The following checklist is established for institutions involved in the implementation of transnational mobility projects under the framework of ECVET.

Usually the steps to implement the transnational mobility projects are organized in 3 phases: **before, during and after**, even if the different steps are not necessarily to achieve in a strict chronological order, but more linked to step of activities (preparation, implementation and debriefing/ evaluation). Of course, steps of activities need also to be adapted to the different target groups and type of placements.

The following checklist has been adapted for the EUCVET partners from the phases and sub phases of the **Euro-Apprenticeship¹ tools database**. Tools for each sub phase are selected from different projects as for instance the results of the Leonardo-project **Pro-Mobility**.

BEFORE – Preparation

| Step of organisation | Activities | |
|---|---|---|
| Promotion – communication of the project | Before searching suitable participants, essential elements of the mobility project should be agreed on within your organisation, such as aims of the project, targets concerned (sectors, qualifications etc.), numbers of participants and period planned for mobility, goals and content of the mobilities etc. | ✓ |
| Identification of participants | A presentation, adapted to potential participants, is necessary. For this purpose different means can be used, such as Power point, flyers, information meetings or individual interviews etc. It's also convenient to present the hosting schools briefly. | ✓ |
| Selection and matching of participants | In order to allow the selection of candidates and to dispose as much information as possible for the hosting institution, a “learner application” is useful. It contains <ul style="list-style-type: none"> - personal identification of the learner (age, address, etc), - the learners’ professional field and level, - the learners’ personal motivation for participation, - the learners’ performance | ✓ |

¹ <http://www.euroapprenticeship.eu/en/becoming-member.html>



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| | A CV Europass can be attached. | |
| Exchange of information among actors | It is necessary to collect and exchange relevant information between all parties involved in the mobility project, for example concerning the content of the qualification concerned | ✓ |
| Agreements and contractual procedures | <p>To formalize the partnership the parties will sign:</p> <ul style="list-style-type: none"> • The Partnership Agreement (MoU, Memorandum of understanding). • The Learning Agreement. This tool determines the learning outcomes planned for the mobility period and the responsibilities assigned to each of the parties. <p>A tutor / contact person should be nominated in order to accompany learning goals to be achieved and to monitor learning progress.</p> <p>Complementary contractual procedures (as for funding in the framework of Leonardo Da Vinci) might be necessary.</p> | ✓ |
| Organisation of logistical matters | <p>Preparation of:</p> <ul style="list-style-type: none"> - travelling / transport, - accommodation, - insurance matters, - equipment needed, - financial agreements, - cultural activities etc. | ✓ |
| Preparation of participants | Following the EUCVET Assignment | ✓ |
| Preparation of evaluation and validation | <p>Assessment grids for the teachers / tutors / trainers appointed for assessment should be handed out and explained. Assessment methods and criteria should be explained and agreed on.</p> <p>Europass Mobility should be prepared.</p> | ✓ |



DURING – implementation

| Steps of organisation | Activities | |
|--|--|---|
| Organisation of monitoring | <p>Planning and implementing a monitoring process together with the sending institution.</p> <p>Tutoring should be organised by the hosting institution.</p> | ✓ |
| Organisation of assessment and evaluation | <p>The assessment of learning outcomes fixed in the Learning Agreement should be organised by the hosting partner corresponding to the conditions laid down in the Partnership Agreement (MoU). The result of the assessment is transferred in the Personal transcript.</p> <p>Daily's learner report, assessment grids and reports from the companies, the Europass Mobility are filled in and collected.</p> | ✓ |



AFTER – Validation and debriefing

| Steps of organisation | Activities and SME MASTER PLUS tools | |
|--|---|---|
| Evaluation of the mobility | The results and impact of the mobility project should be evaluated. Different types of evaluation are possible: Inquiry about the satisfaction of learners, evaluation of the project organisation itself, interviews / debriefing with participants, etc. The Europass Mobility is analysed. | ✓ |
| Validation of learning outcomes | Feedback to the sending institution is organised via the Personal transcript . Each institution has to organise the validation of competences acquired in this home context. | ✓ |
| Reporting for received funds | A report to the financing organisation about budget used is handed out. | ✓ |