

LIST
**OF EXISTING TOOLS
AND METHODS FOR
CAPITALIZATION**

OF NON FORMAL EDUCATION ACTIVITIES
IN EACH COUNTRY



Introduction



During last years, European Commission has promoted a new way of learning for European citizens: mobility. From 2007 to 2013, more than 2 million people have experienced different contexts and cultures, empowering themselves and becoming a part of the big picture of the European citizenship.

A mobility experience is the best way to grow personally and professionally. In fact, volunteering or work experience abroad has an added values, as it takes place in a different cultural context, pushing you against your boundaries and limits and allowing you to understand how to overcome them and to empower your abilities. Moreover, a mobility experience abroad is also a good chance to take the time to understand yourself and to think about personal and professional perspectives and future

A lot of youngsters never categorize what they know in terms of knowledge and skills. School/university graduates absorb a lot of information that is not integrated with knowledge and competencies gained through work and life experiences.

This brochure ¹ is created to have a global idea of what are the existing tools and methods in the field of the capitalization and the promotion of the international mobility in each European country involved in this project . The aim is to share this brochure with the participants having the international mobility experience, other local, national and international organizations working in international mobility, employment or social inclusion

These tools are mainly conceived to be used after mobility by the participant. The European skills passport can be used before also.

« List of existing tools and methods for capitalization of non formal education activities in each country »

is one of the six intellectual output developed, tested and finalized by the partnership formed by:

ADICE (France), **CESIE** (Italy), **PRO WORK** (Holland), **STEP** (Spain), **VCC** (Poland). ²

¹ *The guide contains some existing tools covered by copyright; the aim of this guide is only to categorize these existing tools and not to promote their use, that can be done only asking explicit permission to the owner of the tool. The PC IMPRESS partnership doesn't take any responsibility on any abuse of utilisation of these tools.*

² *For further information, visit online platform www.yourcompetences.eu*

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The background is a solid green color. In the upper left, there are two interlocking gears of different sizes, also in green. In the lower half, there is a stylized map of the world in a darker shade of green. A large white circle is positioned in the upper center, containing a black number '1'.

1

European tools

These tools are mainly conceived to be used after mobility by the participant.

The European skills passport can be used before also.

The European skills passport (EUROPASS)



The European skills passport is a common and very complete tool, recognized in 33 countries. It is a unique framework tailored for individuals' skills, competencies and know how.

Thanks to a common template, it enables to communicate and share experiences gained through international mobility easily and across the borders.

The European skills passport is designed as a complete folder, made of a set of 5 European documents partly available online: a CV, a language assessment and certifications of mobility.

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Pieces available online

Europass CV: new standardized version, since 2005. Included "European qualification framework" (facultative) in order to make easier comparison between certification and diplomas across Europe

Europass language passport: reflect of the assessed competencies. The Europass Language Passport describes the language skills using a six levels grid. These levels are in accordance with the Common European Framework of Reference for Languages and it is used all across Europe. The Language Passport is a self-evaluation, it helps analyzing the language skills and level.

Pieces available upon request

Europass mobility: it records concretely the learning experiences in other European countries, such as traineeships, student exchange or voluntary work.

It's a nominative document that highlights quality of the mobility (partnerships between sending and hosting organization and objectives of the training).

It offers an overview of the competencies (formal and non-formal) developed during mobility.

Europass mobility is delivered by the sending organization with an authentication number.

Two European certificates: aimed to give a common European shape/framework to any vocational or educational experience.

1. Europass certificate supplement (ECS): for professional or vocational training road. The document gives information on the content of your practical qualifications and the vocational competence you have had during mobility

You can get your ECS from the education institute in which you have completed your vocational qualification. The education institute is obliged to issue this certificate upon request. It's also available for free on official national website, for France: www.cncp.gouv.fr

2. The Europass diploma supplement (EDS): for higher education, and foreign diplomas. It has been created jointly by European institutions and UNESCO.

EDS is a nominative document, given together with a college diploma that provides information on the specificities of your training, the content and the level acquired. The hosting higher education institute (university) delivers EDS upon request.

Specific objectives of the tool

The European skills passport is a common framework for any kind of individual competencies. The major objective tackled is to standardize communications on skills and personal know-how, all over Europe.

European skills support a better understanding of the wide range of vocational and education formations provided in Europe. At the end of the day, this common shape should enable employers to clearly understand applicant's skills even though his experience took place abroad.

Taken as a complete file it provides a well balanced mix of self-assessed competencies and official certifications that should catch the attention of employers and ensure the success of the candidates.

The documents available online are easy to handle. They rely on personal involvement and will to develop experiences and skills through self-assessment. Different supports can be found in association or job centers.

The documents available on request are directly aimed to highlight each curriculum's specificities. They provide official certification and are a proof of accountability.

In a nutshell, the European Skills Passport enables:

- Applicants to share and communicate on their skills
- A mean of communication on the European curriculums, so that it matches with job market's requirements.
- Youth empowerment through the self-assessment methodology
- Official certifications



Type of mobility targeted

Mobility whereas the documents provided on request are often consistent with higher education or vocational training.

Who's the user?

The purpose of the European skills passport is to be used as widely as possible in Europe, and then anybody should be able create its own passport without consideration for the age, qualification level or nationality.

The CV and the language passport are filled directly by the participant in a mobility program, according to its own feeling and self-assessment.

The project managers can be involved in this process by providing support and tips to make it easier.

Concerning the documents available on request, the main actors are the sending and hosting organizations which are accredited to deliver certifications.

How to fill it out?

The European skills passport is quite easy to use.

Participants can find the template for Europass CV and passport language online, for free and ready to be filled out with the personal data.

It can be printed, updated or saved online according to the needs.

Interesting examples and templates are available for each session of the CV help the participant to assess the skills and competencies acquired during the mobility period. Project managers and job center are keen on supervising any productions.

The European skills passport can be personalized, not only you can join the above described Europass documents but also any documents useful to prove and highlight your skills (recommendation letters, diplomas, cover letters ...).

Established practice related to this tool

The forms provided in the skills passport, enable the participant to highlight the outcomes of the mobility period and to get official certifications related to it in the job searching process.

These forms are ready to be shared with any hosting organizations, for a job application or during a job interview to illustrate the experience.



Additional information

To create your European Skills Passport:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>

The platform is available in 27 languages.

CV template and practical instruction can be download here:

<https://europass.cedefop.europa.eu/fr/documents/curriculum-vitae/templates-instructions>

A relevant list of good practices, useful link, institution and network involved in the field of vocation training and education are available here:

<https://europass.cedefop.europa.eu/en/resources/links>

European Credit System for vocational education



ecvet
European Credit system for
Vocational Education & Training

The European Credit System for Vocational Education and Training (ECVET) is a technical framework for the transfer, recognition and where appropriate, accumulation of individuals' learning outcomes

with a view to achieving a qualification.

ECVET works hand in hand with the European Qualifications Framework (EQF) to provide greater transparency in European qualifications, promoting the mobility of workers and learners, and facilitating lifelong learning.

The implementation of ECVET has two broad objectives

- **To support mobility of European citizens**
- **To facilitate lifelong learning**

To support mobility, ECVET is expected to improve the possibilities for recognition of learning outcomes and thus to enable people to build on what they have learned abroad, in a different education and training institution or in different situations.

In other words, thanks to ECVET, it should become easier to fully integrate mobility into learners' learning pathways and to make visible and recognized what they have learned abroad. The success of ECVET depends on the development of mutual trust among competent institutions.

The recognition of learning and the transparency of what learners have achieved abroad are each vital crucial elements in developing and enhancing VET mobility

ECVET in geographic mobility is embedded in a 5 steps process

- Preparing ECVET
- Building partnership
- ECVET before mobility
- During mobility
- After mobility
- And a quality insurance (EQAVET)

and training

The “after mobility” session is devoted to:

- Validation of the learning outcome (the sending institution will consider the documentation of assessed learning outcomes, as provided by the host institution and will compare this to that which has been agreed in the Learning Agreement)
- Recognition of the learning outcome (given when expected and assessed learning outcomes are sufficiently consistent and adequately documented, credit awarded)

Reviewing the process and result of individual mobility (reflecting on the entire process, in order to identify any need for change or improvement; Feedback can be collected in writing (for example, through completing a questionnaire) or orally (for example, meetings or phone calls)

For each step ECVET provide a tool box with relevant examples and methods directly available on the website.

Specific objectives of the tool

The system of granted credit enable the creation of a common European language to communicate on skills and competencies acquired during a stay in another country.

Basically, ECVET rely on a series of Technical Components that facilitate the process of learning recognition, despite differences of country or education system in which the learning took place. Successful ECVET implementation requires that qualifications be described in terms of learning outcomes. The learning outcomes are brought together in units. Finally, units are accumulated to form the basis of qualification.

Assessment, validation and recognition processes must also be agreed, among all those participating, and should respect existing national, regional, sectoral or institutional practice.

Type of mobility targeted

ECVET is relevant for lifelong learning experiences abroad, especially for vocational and professional training provided in another country.

Volunteering (EVS) and internship abroad (Erasmus+ VET) fit perfectly with ECVET package.

Who's the user?

ECVET platform is useful for the project managers or any professional employee in charge of mobility accompaniment.

It provides tips and devices to highlight each participant competence and skills in the best way.

How to fill it out?

ECVET in geographic mobility provides tools, example and sources of readings as well as a glossary and good practice database.

These aimed at support the daily missions of workers in the field of education.

Established practice related to this tool

- Description of the practical/observed outcomes
- Where it might be of interest for the owner to use/ to show the tool (job application, job interview, job centers, professional network ...)

Bringing together almost 200 national experts, across 25 European countries, the activities of these national teams centered on marketing and promotion - including the preparation of materials in local languages ...

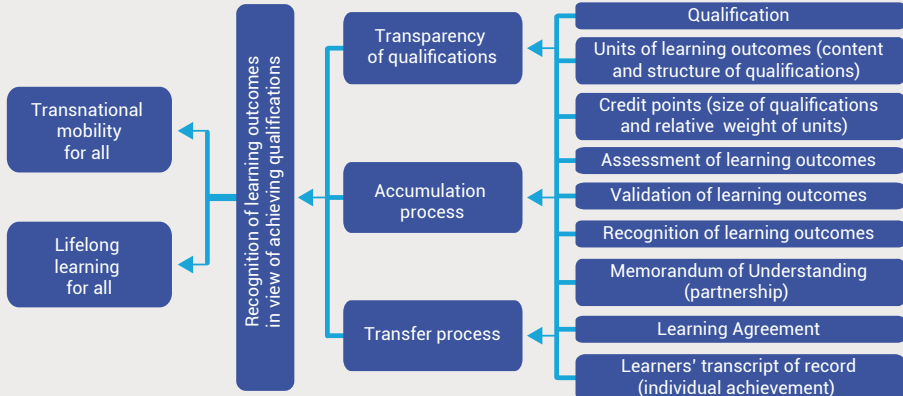
ECVET published a complete guideline for geographic mobility matters: The guide addresses the competent institutions and relevant multipliers wishing to promote ECVET for mobility in their qualifications systems.

ECVET objectives and its technical components

What are the general objectives of ECVET?

How does ECVET contribute to mobility and lifelong learning

ECVET technical components



Additional information

Brochure ECVET and geographic mobility:

<http://www.ecvet-team.eu/en/system/files/documents/15/ecvet-mobility.pdf>

See EQF: Acting as a translation device for existing national qualifications, the EQF aims at promoting the mobility of workers and learners facilitating lifelong learning and qualifications recognition and increasing understanding, and comparison, of the qualifications levels in different European countries through linking national qualifications systems to a common European reference framework.

ECVET Toolkit: For more information on the use of learning outcomes for ECVET and geographical mobility, see ECVET Toolkit.

Youthpass certificate

Youthpass

Youthpass is a European recognition tool designed for young workers.

It has been set up under Youth in Action programme and launch in July 2007, as an instrument of validation and recognition of the learning experience. In 2013, almost one million Youthpass were issued across Europe.

The Youthpass certificate provides recognition of formal, non-formal and informal knowledge gain through participation in a working experience abroad.

It enables young workers to describe what they have done and show what they have learnt abroad, under a standardized shape.

Then, Youthpass has 3 mains outcomes:

- A certificate which confirms the participation of a young person/a participant taking part in a valuable experience abroad.
- A certificate that describes the activity as such and the involvement of the young person/participant.
- And the more sophisticated answer is that Youthpass and the linked political context offer recognition of non-formal learning.

Youthpass consist in 3 different parts:

- A confirmation of participation and a general description of the activity
- A description of the activity the young person took part in
- The description of the learning outcomes

Specific objectives of the tool

Youthpass certification relies on the 8 key competences for lifelong learning, European Reference Framework:

- Communication in the mother tongue
- Communication in foreign languages
- Mathematical competence and basic competences in science and technology

- Digital competence
- Learning to learn
- Social and civic competences
- Sense of initiative and entrepreneurship
- Cultural awareness and expression

On top of it, it is a unique form that help communicate on skills, competencies and know how gain abroad, in order to make it understandable and reflected learning outcomes.

Youthpass certificate is a product (something concrete and tangible that proof mobility added value) and a process (participant go through different steps to create it).

Type of mobility targeted

Youthpass certificate is relevant for EVS, youth workers mobility, and trainees (training courses).

More precisely, the certificates can be issued to participants in projects funded by the 'Youth in Action' programme (2007-2013) and Erasmus+ programme (2014-2020).

Who's the user?

Youthpass benefits to a wide range of young people from different backgrounds and to the fewer opportunity target groups.

However, the implementation of a Youthpass certificates involved several stakeholders:

- Educational institutions
- Local authorities
- Young workers and trainees
- Employers ...
- Sometime young people don't see relevance and can find it hard to record the achievement.

How to fill it out?

The registration is online,

Once you've got your personal account

In the third part, young people need mentor Practical description of the way to handle the tool.

Established practice related to this tool

Youthpass is not only a certificate of participation, it enables all participants in international mobility to be encouraged to:

- define their learning goals at the beginning of their involvement
- review how they are learning during the process and adjust their learning goals as necessary
- reflect on their learning individually and with others after the activity has finished, and
- Ensure that they have a written record, not only of their participation, but also of their learning outcomes.

Youthpass is not a formal accreditation

Display it: SHOW IT

Bring it as a complement of an application

Additional information

Site web + the web pages on Youthpass are available in 24 further languages in addition to English.



Specific tips or remarks for a proper use of the tool

Where to find further information (web site, videos, social networks...)

We to find the tool itself

Eventually, contact points Site des 8 key competences

A Youthpass guide

Youthpass IS 	Youthpass IS NOT 
a confirmation of participation by the organisers of a specific activity	something which gives any rights to the holder
a description of the activity (at the moment this includes participation in Exchanges, Voluntary Service, or Training Course – other Actions will be introduced later)	a formal accreditation of competences
an individualised description of - activities undertaken - learning outcomes	a replacement for any formal qualifications
a certificate for people participating in Youth in Action Programme activities	available to demonstrate learning outcomes from activities undertaken in the YOUTH programme (which came to an end in 2006)
a tool which puts the Key competences for Lifelong Learning into practice	
firmly based on principles of non-formal education and learning	
supported by the Youth in Action Programme of the European Commission	
a way of improving visibility of learning in the Youth in Action Programme	
an explanation of Youth in Action Programme activities which can be understood by people outside the youth field	



2



Tools
from partners

The mobility **booklet**

Objectives of the tool

The implementation of the mobility booklet enables the participants to think about the competencies that may be strengthened during the mobility period, prior to the departure and thus build a coherent project.

Also, it's a portfolio/folder containing all the practical and useful documents and information for a stay abroad.

Finally, it's a way to promote and highlight the experience gained through the preparation of the mobility.

The Mobility Booklet is an educational support tool created by ADICE in 2008.

It gathers in a folder several useful forms for international mobility preparation and for the return. All the steps described below correspond to the standard pedagogical scheme of a mobility project developed with ADICE, the mobility booklet is implemented on the basis of the mobility passport previously mentioned.

The mobility booklet is divided as following:

- **Part 1:** Mobility passport [Sheet N°1](#): Curriculum Vitae [Sheet N°2](#): Presentation letter [Sheet N°3](#): Linguistic tests [Sheet N°4](#): My project
- [Sheet N°5](#): Host country and context [Sheet N°6](#): Online Europe Quiz [Sheet N°7](#): Discovery Day
- Sheet : Validation of the passport **Part 2:** Rights and duties Mobility agreement
- Insurance guide
- Duties and rights of mobility actors
- **Part 3:** Pre-departure training
- Presentation of the training and pedagogical tools
- **Part 4:** Finalization of the project
- Sheet: Project Contracts
- **Part 5:** Follow-up/Evaluation/Capitalization
- Follow-up
- What can I do after my mobility experience? Europass/Youthpass

Type of mobility targeted

The mobility booklet is relevant for any kind of mobility, in any sector, field of activity or training.



Who's the user?

The main user is the participant in an international mobility project under the supervision of the project manager.

The Mobility Booklet can be presented to any employers or to the hosting organization as the reflection of the participant's project and involvement.

How to fill it out?

The Mobility Booklet is fulfilled by the participant (written forms) along with its progression of the mobility preparation under the supervision of the project manager.

Since he is the owner of the mobility booklet, he can customize it the way he wants to promote the mobility process.

Established practice related to this tool

The mobility booklet gather all the useful information collected by the participant during the preparation phase

It's an interesting tool for promoting of the experience abroad, as an annex of a job application or during a job interview to illustrate the experience. Also, all the forms are ready to be shared with the hosting organization.

Additional information

The mobility booklet is implemented on the basis of the mobility passport.

More information: adice@adice.asso.fr

The Mobility Passport

Objectives of the tool

The Mobility Passport is an online tool available for any person involved in a mobility project with ADICE, launch in January 2015.

It enables the project manager to follow up the progression of each participant's project preparation before mobility and evaluate knowledge and competence acquired during the project's preparation.

Form

It's a platform, designed as a portfolio that gathers all the documents required for the mobility. All the forms are available online with a description so that the participant can fill it out under the supervision of the project manager.

Content

The Mobility Passport is easily usable by anyone. It's composed of several forms, each is detailed and to be completed by the user under the Project manager control:

- **Form 1** The curriculum vitae (skills, formation, professional experience)
- **Form 2** A presentation letter (introducing the person and its motivation to go abroad)
- **Form 3** A language test (oral and written to assess the language skills prior departure)
- **Form 4** Project's definition (helps to define objectives to be achieved during mobility)
- **Form 5** Country and Background (useful information about the hosting country)
- **Form 6** European Union Quiz (a game to foster European Knowledge of each participant)
- **Form 7** About the immersion day (each participant is invited to go for a day in any NGO or association to show its involvement)
- **Form 8** Insurance

When all the forms are filled in, ADICE grant a certificate of achievement, which assesses the knowledge and competencies reinforced during the preparation. At the same time, the participants receive a document entitled “*What to do when I am back?*” with useful tips.

Specific objectives of the tool

Thanks to the passport and the different documents to fill out the participant:

- Defines clearly his own pathway toward mobility,
- Identify his personal and professional expectations,
- Acquires a long-term vision for the future.

It gives a wide and easy access to the documents required by ADICE during the project preparation phase.

Type of mobility targeted

The mobility passport is relevant in any kind of mobility, in any sector, field of activity or training.



Who's the user?

The project manager: for managing the process and know about the progression of the work done.

The participant: he can fill it gradually all along the process and freely access the documents

How to fill it out?

Each participant has its own password/ login giving access to the forms he can fill at his own pace. The Mobility Passport must be filled out step by step according process of project's definition.

The projects managers manage the progression of each participant and see statistics about the global number of person.

Established practice related to this tool

With the mobility passport, the useful documents attesting the participant's good preparation can be saved and printed.

These forms are ready to be shared with the hosting organization, as an annex of a job application or during a job interview to illustrate the experience.

Additional information

The Mobility Passport is available online: <http://passeport.adice.asso.fr/>

It's a unique platform used by both the participant and the project manager. It offers an overview of the path toward professional and social inclusion through the mobility process.

Midterm evaluation questionnaire

The Midterm evaluation questionnaire is an evaluation tool for people who are at the midterm of their mobility experience. It's a way for monitoring their learning path and check that the participants are receiving the good support.

The questionnaire, both in digital or hard copy, is divided in 3 parts, each one composed by several questions:

Sending Organization / Training

- How useful was your pre-departure training?
- How useful was your on arrival training?

Host Project

- What are your tasks and responsibilities?
- Does the project meet your expectations?
(Do the activities correspond to the planned project?)
- Do you receive enough support to carry out your activities?
- Can you bring your own ideas to the project?
- Do you know who your mentor is?
- How often do you meet with your mentor? Do you find this to be sufficient?
- Are you satisfied with your project so far? (Include positives and negatives)

Practical Arrangements

- Are you happy with your living arrangements?
- Do you have social activities outside of the project in your spare time?
(volunteer integration into the community outside of the project)
- If you are facing any problems with your practical arrangements
(e.g. accommodation, food, money) please explain these and try to suggest solutions.

Specific objectives of the tool

To get feedbacks from volunteers abroad about the progress of the experience, their feelings, the support received.

Type of mobility targeted

Any kind of mobility (especially EVS, VET and long term mobility).

Who's the user?

Youngsters 18+ doing a mobility experience.

Organizations working with long term mobility project.

How to fill it out?

This questionnaire (digital and hard-copy), is fulfilled by the young people is in the middle of their mobility project. It can be done during the mid-term evaluation.

Established practice related to this tool

This tools is very useful for coordinating and hosting organizations for setting the youngster's work plan.

It can be of interest for any organization dealing with mobility projects.





Additional information

This tool was specifically used by CESIE for the Leonardo Da Vinci programme (actual VET) all EVS trainings implemented by sending, coordinating and hosting organizations.

More information: mobility@cesie.org

Self-reflection tool

This is a monitoring tool - self assessment used by young people who are in the mobility experience. The participants are requested to fill in it every 3 months. A sharing moment with the mentor is foreseen. It facilitates the final compilation of the Youth Pass at the end of the mobility project, since it allows participants to reflect on the competences acquired and the mentor and coordinator to follow their learning process.

It is divided in 3 parts

The first one (titled "Your involvement in the project...?") concerns the project experience already had; it made of the following questions:

- Are you satisfied about your relationship with the staff in the center?
- What do you like about your voluntary work?
- What do not you like?
- Do you think you have enough tasks or not?
- Did you receive help from the staff of the center in difficult moments?

The second part ("Your personal involvement...") focus on the personal experience already had, being in a foreign country. The open questions are:

- Did you have difficulties in familiarizing with Palermo's surroundings?
- Did you have problems in relating to the other volunteers?
- How is the cohabitation?
- Did you have the chance to develop your skills and capacities?
- Did you have problems in learning Italian Language?

The last one aims at stimulating reflections about the 8 key competences that young people are acquiring through the mobility experience. For each competence, there are questions which help to reflect and fill the empty box.

- **Communication in the mother tongue**
Am I using my mother tongue?
- **Communication in foreign languages**
Am I improving my communication in foreign languages?

- **Mathematical competence and basic competences in science and technology**
Am I using my mathematical competence during the EVS project?
- **Digital competences**
Am I learning about computer use in other countries here?,
Am I learning to use online resources for my EVS project (websites, blogs, mailing lists, social networks like Facebook)?
- **Social and civic competences**
Am I developing new communication skills? Am I able to communicate with people from different contexts and understand different points of view?,
Am I able to manage different conflicts constructively and to have empathy?
- **Sense of initiative and entrepreneurship**
Am I able to transform ideas into action? Am I able to be creative and innovative?
- **Cultural awareness and expression**
Am I expressing myself and my culture?
Am I developing new knowledge and awareness of cultural + linguistic diversity?

Specific objectives of the tool

- To monitor the learning path and the progress of the mobility experience
- To assess and recognize the competences the young people are acquiring



Type of mobility targeted

Any kind of mobility (especially EVS and long term mobility)

Who's the user?

Any person doing a mobility experience (especially EVS volunteers)

How to fill it out?

The self-reflection tools (digital and hard-copy forms) is fulfilled by the young people under the supervision of mentors. Especially, for the first time, the mentor will help his/her mentee in reflecting about the mobility experience, before filling in the form.

Established practice related to this tool

It can be of interest for any organization dealing with mobility projects. Any institution/ organizations issuing Youth Pass.

Additional information

This tool is part of all EVS evaluation and monitoring tools.
More information: mobility@cesie.org



The mobility evaluation meeting

The mobility evaluation is an assessment meeting. It's an entire part of the pedagogical scheme promoted by ADICE for international mobility.

The mobility project's implementation is embedded in 5 different steps; the fifth one takes place right after the mobility period and concern the participant's future projects.

The assessment meeting is a collective encounter gathering several participants (around 10 persons) at the end of their mobility period. It's a special moment for the mobility workers to assess the skills and knowledge developed abroad, and learns how to valorize it for job opportunities or preparation of any other project.

Duration: The mobility evaluation takes place during one entire day

Number of participants: around 10 persons

Programme

Presentation and exchange about each projects (in the morning): each participant describe its activities, feelings and opinions about his own experience.

Introduction of the possibilities for the future? (In the afternoon): the project manager provides key information and answers question about social and professional integration afterwards.

The meeting is driven by the project manager.

Specific objectives of the tool

Thanks to this meeting exclusively devoted to the assessment of the mobility period, each participant can identify and name of the competencies and knowledge acquired during mobility. They are able to present and talk about the activities undertaken during the mobility.

Moreover, the assessment meeting enables young people to collect essential information about opportunities (job, studies or training) and to become aware of their experience's value.

Type of mobility targeted

The mobility evaluation meeting is relevant for any kind of mobility, in any sector, field of activity or training.

Who's the user?

The assessment meeting concerns any person back from a project abroad.

How to fill it out?

The collective assessment is a meeting gathering few participants from mobility projects. Each of them must fulfill 2 document before coming:

An online assessment questioner done prior to the meeting and sent to the participant by email.

Bring is own internship report or individual assessment.

Established practice related to this tool

It can be highlighted as a training day on inter-cultural exchanges in a CV or in a job interview as a proof of open-mindedness.



Additional information

A collective meeting is an opportunity for the youngsters to catch up on how to present their international experience, how to highlight it through the different communication means and to share ideas and questions all together to get confident for the future projects. Then, the collective approach rely on dynamic exchanges between participants, at the end of the day, it's a way to evaluate the participants involvement in the process.

Final evaluation program

The Final evaluation program is a face to face evaluation moment between project sending coordinator and a single participant or a group returned from a mobility experience. Youngsters have the opportunity to reflect about the entire mobility experience abroad and evaluate all the aspects: project activities, learning outcomes, daily life, challenges, issues etc. Moreover they are invited to think about the future, starting from this mobility experience.

Specific objectives of the tool

- To evaluate positive and negative aspects of the experience;
- To reflect on competences acquired through role playing - creative thinking activities - focusing on the past, present and future;
- To define a future plan.

Type of mobility targeted

Any short and long term mobility project

Who's the user?

- Youngsters 18+ returned from a short/long term mobility project
- Organizations working with short/long term mobility project

How to fill it out?

It is assessment face to face meeting. In order to have a free and smooth discussion, participants and project coordinator can be sit in a circle. If the groups is quite big (more than 6 people), it is possible to start the meeting with some non-formal games.

During the meeting, participants are asked to fill out a final evaluation questionnaire.

Established practice related to this tool

It can be highlighted as a training day on inter-cultural exchanges in a CV or in a job interview as a proof of open-mindedness.



Additional information

More information: mobility@cesie.org

Evaluation questionnaire after EVS

The Evaluation questionnaire - after EVS is an evaluation tool for EVS volunteers have just finished their short or long term mobility.

The form can be digital or hardcopy and it is part of the final evaluation program for EVS volunteers (in hosting and in sending).

The questionnaire is composed by the following open questions:

- How do you evaluate the mobility experienced you have lived?
- What did you learn?
- What did you like mostly?
- What did not you like of this experience?
- Which is the best memory?
- What was the main challenge? How did you manage it?
- What did you learn?
- How do you evaluate your involvement in the activities of the local center?
- How do you evaluate your relation with the staff in the local center?
- Which suggestions you can offer to your local center? And to CESIE?
- What would you like to do now? Which are your future plans?

Specific objectives of the tool

The aim is to stimulate reflections about EVS experience (personal and volunteering/ professional life), useful for planning further life steps.

The specific objectives are:

- To evaluate the experience lived
- To recognize the best and worst moments and challenges managed
- To offer suggestions to the Hosting organization for improvements
- To identify the future step.

Type of mobility targeted

European Voluntary Service

Who's the user?

- EVS volunteers
- Any organizations working with EVS project.

How to fill it out?

The Evaluation questionnaire (digital and hard-copy) is fulfilled by the EVS volunteers under the supervision of the EVS project coordinators and mentor, during the final evaluation meeting.

Established practice related to this tool

This tool is very useful for coordinating and hosting organizations for setting and balancing EVS project.

It can be of interest for any organization dealing with mobility projects.

Additional information

This tool is part of all EVS trainings implemented by sending, coordinating and hosting organizations. More information: mobility@cesie.org



The Ingots

EU qualification awarding system, which is accredited by the UK government. INGOT certificates can be achieved both by children and adults.

There are three websites accessible from the INGOT homepage.

The community site itself where students can devise e-portfolios, blogs, build their own web presence and obtain free learning resources and application.

The online courses site where students and assessors have support for learning about the INGOT assessment methods and knowledge of open systems.

The certification site where assessors and moderators use an online electronic mark book to manage quality assurance and printing certificates.

Assessment

The qualification assessment has two components:

- Coursework assessed in terms of competence in using technology to support learning.
- An externally set and externally marked examination to assess knowledge and understanding that underpins user competence.

The qualification is unit based. Units have credit values in the qualifications and credit framework (QCF). A minimum of 17 credits is needed for the qualification with at least 9 credits including the Improving productivity using IT unit (IPU) (4 credits) at Level 2.

The IPU unit is the basis for the synoptic externally set and marked examination that provides grading across the transferable knowledge and understanding common to all optional units.

There is a full list of units available from https://theingots.org/community/ITQ_Unit_credit. The list includes the levels and credit values of units in the ITQ framework. There is a link from this page to download the full assessment details for all the units.

Specific objectives of the tool

The INGOT philosophy is to provide clear progression routes for learners, from the most basic levels of competence, including supporting those with special needs.

This includes support for progress to being more independent learners with the capacity to exploit the massive and growing body of free software and information available freely from the internet. We do not dictate to teachers, we just provide free optional tools and flexible systems so that they can decide the best way to motivate their learners to get the best outcomes.

We do this within the nationally recognized qualifications systems including performance points because we know most new resources and innovations won't get take up without them.

This progression is recognized and rewarded through certificates at each level of achievement. The assessment details are based on the new UK Qualifications and Credit Framework (QCF) that is referenced to the European Qualifications Framework (EQF). It has the flexibility to link to nationally accredited frameworks, for example, the National Curriculum and GCSE in the UK and more generally other national frameworks especially those referenced to the EQF.

The INGOT criteria are competence based, designed to enable self and peer assessment to support personalized learning and greater self-sufficiency in learning. Trained independent assessors accredited by The Learning Machine must verify the assessments before accredited awards can be made and the assessors have flexibility to tailor learning contexts to local and individual needs.

We encourage the use of mobile technologies and web based applications, liberally licensed software and content.

Type of mobility targeted

Using this tool it is possible that students in many different ways and (physical) places in the world can be tested on the achievement of their skills on a particular subject. Also, with respect to skills, which are important for carrying out a mobility, or that are essential prior to the execution of a mobility. The online system is suitable for almost all audiences, topics and sectors, and as said to all skills on this subject over the world (if access to Internet) to be tested.

Who's the user?

The learner (mobility student f.e.) and an assessor.

How to fill it out?

Please find attached file The Ingots Handbook.pdf

Established practice related to this tool

A qualification (incl. QR) code is printed after completing the certain test and this qualification can be print or send online.

Additional information

<https://theingots.org>



Final evaluation form

The Final Evaluation form is a questionnaire answered by European trainees on the last day of their Practical Training in a Spanish enterprise. This tool was created by STEP in 2005. In this evaluation trainees assess many aspects of all the mobility experience.

- Concerning their previous skills, they have to state if it was easy for them to cope with this experience abroad.
- Evaluation of the language course.
- They also have to evaluate if they think their language skills have improved enough to work and live abroad.
- Evaluation of aspects like: fulfilment of their expectations, use of the host country language, improvement of their language skills, the work placement, the transport to their work placement, their accommodation, the organization of the programme and the contact with the local culture.
- New experience lived abroad.
- How much this experience has influenced on aspects of their personality like motivation, new interests, self-confidence or adaptability to new challenges.
- How they evaluate the experience abroad on the whole.
- Aspects of their personality accentuated by this experience.
- Effects this experience could have on their future life.
- Tasks carried out in their placement companies.
- Job-related skills and competences acquired.
- Language skills and competences acquired.
- Computer skills and competences acquired.
- Organizational skills and competences acquired.
- Social skills and competences acquired.
- Other skills and competences acquired.

Specific objectives of the tool

This tool helps to measure the student's fulfilment of their expectations, soft and profes-

sional skills acquired, their opinion on many general aspects of the mobility (i.e.: accommodation, language course, training company...).

Type of mobility targeted

International Mobility Training Program in any professional field or activity.

Who's the user?

The first user is the Project Manager in the host country. The second user is the sending institution that receives the Final Evaluation enclosed in the Final Report. Finally, the sending institution sends the Final Report to their National Agency.

How to fill it out?

The Final Evaluation is a written document filled in by the participant in STEP office with the help and supervision of the STEP tutor.

Established practice related to this tool

This tool included in the Final Report is very useful for the sending organization which can assess the outcome of the mobility program in Seville. Moreover, it is a tool used by the National Agencies to evaluate the mobility on the whole.



Trainee assessment form

The Trainee Assessment form is a questionnaire filled in by the tutors in the companies where the participants have carried out their practical training and it is used to assess the trainee in all the professional aspects. This tool was created by STEP in 2005.

The contents of the form:

- Adaptation to working environment
- Organization of workload
- General competence
- Attendance and punctuality
- General attitude
- Professional Skills
- Readiness to take initiative
- Sense of Responsibility
- Self confidence
- Comments on the Trainee's Professional Capacity.

Specific objectives of the tool

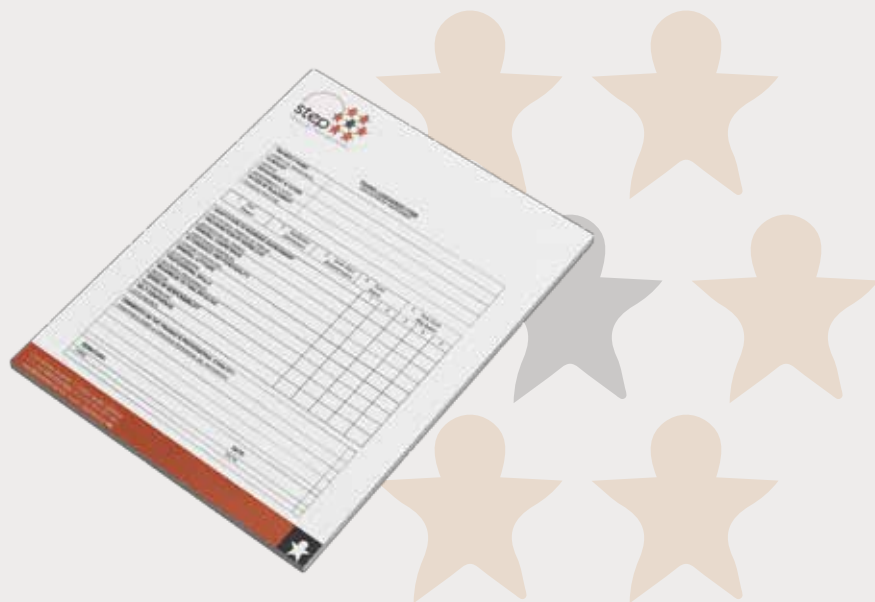
This tool is used by the companies to assess the trainee's professional capacities and the professional skills acquired.

Type of mobility targeted

International Mobility Training Program in any professional field or activity.

Who's the user?

The first user is the Project Manager in the host country. The second user is the sending institution that receives the trainee assessment form enclosed in the Final Report. Finally, the sending institution sends the Final Report to their National Agency.



How to fill it out?

The Trainee assessment form is a written document filled in by the tutor in the company on the last day of the practical training about the trainees' professional skills and capacities.

Established practice related to this tool


This tool included in the Final Report is very useful for the sending organization which can assess the outcome of the practical training within the mobility program in Seville. Moreover, it is a tool used by the National Agencies to evaluate the practical training which is one of the main objectives of the mobility programme.





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