

## PreMo - Prepara la mobilità

2012-1-IT1-LEO05-02800

<http://www.adam-europe.eu/adam/project/view.htm?prj=10189>

## Project Information

Title: PreMo - Prepara la mobilità

Project Number: 2012-1-IT1-LEO05-02800

Year: 2012

Project Type: Transfer of Innovation

Status: completed

Country: IT-Italy

Marketing Text: The transnational mobility of workers is still a key issue of the European labour policy. The PreMo project intended to support all those regional and local administration that want prepare themselves to this major challenge, by defining adequate models and tools able to support preparatory activities addressing young people willing to carry out mobility. By using two approaches developed in Germany (by the partner Arbeit & Leben Hamburg) and France (by the partners APCMA and the Chambre régionale de métiers et de l'artisanat - Languedoc-Roussillon) PreMo defined the quality standards to support the preparatory phase of mobility, the identification of the specific skills that operators must have to support mobility, improved the training of operators according to the skills identified, the opening of local desks to support mobility, the design of a vertical portal to support mobility. These results can be easily extended to other regions and countries. All the public administrations interested in sharing the achievement of these objectives are invited to contact the project coordinator or the partners.

Summary: The transnational mobility is considered a central issue in the process of making Europe a society and economy based on knowledge that is a reference for the other areas of the world. According to the EU Commission, mobility should be a reality available for all European citizens: in fact, mobility should support people's employability, should improve skills for life and work, should favor the internationalisation of education and training, should support the consolidation of European citizenship. Within this context, still too many obstacles were hindering mobility: low involvement of enterprises, lack of information on opportunities, and need to reconcile mobility with normal working or school activity. To overcome these barriers, four Italian public administrations (Autonomous Province of Trento, Friuli Venezia Giulia Region, Marche Region, Province of Turin), decided to improve their capacity to support mobility by adopting models and tools to implement and enhance preparatory activities addressing young people willing to carry out mobility (I - Vet trainees and apprentices up to 32 years of age). The implementation of services to prepare mobility has been done by transferring two approaches developed in Germany and France to Italy. The partner Arbeit & Leben Hamburg transferred its mobility agency model, which includes tools to carry out the pedagogic and cultural preparation. The French partners APCMA and the Chambre régionale de métiers et de l'artisanat - Languedoc-Roussillon transferred the models contained in their portals for mobility, which are specifically focused on apprenticeship. Beyond the four Italian administrations and the three "sources" of innovation, the consortium includes the Generalitat de Catalunya which, through the Oficina del Treball of the Administration of Catalunya, which was competent for work in alternance. The workplan encompassed a mix of actions aiming to adapt the innovative approaches to recipient territories: this included the identification of quality standards to support the preparatory phase of mobility, the identification of the specific skills that operators should have to support mobility, the training of operators according to the skills identified, the opening of local desks to support mobility, the design of a vertical portal to for mobility operators. At the end of the project, all partners have subscribed a collaboration agreement, to structure future cooperation in matching mobility demand and offer.

Description: The general goal of this project was to improve partners' abilities to support mobility in vocational education and training mainly in two ways: by transferring models and

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tools to support preparatory mobility activities for youth, such as IVT mobility (VET students and first level apprentices up to the age of 32); by transferring tools and models for the mutual exchange of trainees. Tools and models have been referred, in particular, to two phases of the mobility preparation: the departure and welcoming phases and special attention has been paid to the needs of those who intend to take part in mobility. These were, in fact, the end beneficiaries of the project.

The issues mentioned above highlighted the need to elaborate strategies to support people in VET mobility. This need was especially noticed within the ET 2020 strategic framework that recognized the importance of the impact of mobility for learning. Furthermore, the main 2012 Leonardo framework affirmed that participation in mobility projects was still low and must be supported with special attention to practical experience strictly linked to enterprises. As regards internships addressed to youth involved in VET and apprentices, it was vital to find ways to support the quality of the internships, find new local partners and SMEs available to host trainees and prepare for mobility. This proposal perfectly fit in this framework because its aim was to adopt approaches, tools and methods to favour the mobility of youth involved in VET with special attention to the preliminary phase of the internships, also offering tools for mobility that were developed in institutional contexts. Thanks to the transfer of models and tools the project made local agencies and its operators able to offer quality services in mobility. In particular the PreMo project defined quality standards to support the preparatory phase of mobility, the identification of the specific skills that operators must have to support mobility, improved the training of operators according to the skills identified, built of a vertical portal (and a forum for mobility operators) to support mobility.

These results can be easily extended to other regions and countries that can even subscribe a collaboration agreement.

Themes: \*\* Initial training  
\* Quality  
\* Vocational guidance

Sectors: \*\*\* Education  
\*\* Other Service Activities  
\* Public Administration and Defence; Compulsory Social Security

Product Types: description of new occupation profiles  
open and distance learning  
transparency and certification  
others  
website

Product information: The PreMo project has achieved all the results expected in the proposal and the products listed below:

- 1) The Quality Plan, which was the instrument through which the partnership monitored the performance, the results and assessed the achievement of objectives.
- 2) The PreMo Website <http://www.preparingmobility.eu>: source of information and dissemination of initiatives carried out all along the project and the presentation of the results. It was divided into several sections : "About mobility" , " Success stories " , " Links " , " Tools " . In the final part of the project, the site content is brought back in a section of the Vortal ( cfr . Result 11 ) , in order to ensure their sustainability. Currently the address is the following: [http://preparalamobilita.eu/the\\_premo\\_initiative.html](http://preparalamobilita.eu/the_premo_initiative.html)
- 3)The Final Conference which was held on November 14 and which was divided into three main parts: the presentation of results from Premo with a view to strengthening the support to quality mobility; a panel referring to the individual competences for mobility in 2020 ; a round table between Institutional and Political representatives with the title " transnational mobility intended as a way to strength Human capital at local level ". The day before, the partners of the preMo and Track project had been involved in the annual Trentino Mobility Day.
- 4) Newsletter 1. It presented the first products available, such as guidelines for support structures for mobility; finally it presented an interview with the leader of the project PREMO;
- 5) Newsletter 2 devoted to the project developments: the Vortal, the concept of

## Project Information

quality assurance in mobility projects as well as the significance of mobility agencies and operators who work there ; the webinars to training for operators of mobility;  
6) Newsletter 3 presented the Final conference of the project. It illustrated the Vortal for Mobility and introduced the transnational cooperation agreement between operators who organize mobility sustainable and quality.

7) The PreMo Brochure that contained general information about the project drawn up in Italian, English and German.

8) The Guidelines for Mobility Agencies operators: represented the synthesis of innovative approaches, the knowledge and the experience of each partner. They have been developed around three main elements with the aim to support to the processes of mobility by providing useful links to all the operators concerned. These elements are: 1) the "mobility platform" seen as the main tool to inform about the projects and to support the organization and monitoring of mobility initiatives ; 2) "outgoing mobility" ; 3)"incoming mobility".

9) The PreMo Vortal is a portal specialized in providing mobility services for learning available at "[www.preparingmobility.eu](http://www.preparingmobility.eu)". The Vortal (vertical portal) is a portal that provides content and services in response to specific needs of certain categories of users. The Vortal contains all the elements that distinguish a vertical portal: a) community (the vortal can accommodate virtual communities centered on specific topics); b) collaboration (the vortal is a cooperative environment, where different subjects work together to offer services); c) interactivity (the vortal facilitates interaction between those who offer products and services and all who seek). It was addressed primarily at operators of mobility, which can access different types of instruments (tools) It also was addressed at potential beneficiaries, who can access tools in preparation for mobility and can contact the operators active on the territories.

10) The Competencies' analysis and the mobility operator profile: contains 1 ) the Analysis of Distinctive skills recognized of the mobility Operators and 2 ) a profile of professional operator at the ' Agency Mobility consistent with the descriptive framework of ECET and EQF

11) The Quality Charter consisted of two documents : 1 ) a grid of quality standards ; 2 ) a declaration of commitments ( 9 in total ) which could be followed by the organization involved in quality mobility management

12) the Dissemination plan has been the document to detail the methods, tools and timing to maximize the dissemination of the results of the project

13) The Interim Report

14) The Final Report

Besides all this products the PreMo partners achieved a couple of extra results:

15) The Collaboration agreement which provided for the construction of a mobility partnership finalized to take steps to ensure : the quality of mobility initiatives implemented together; Collaboration and networking on the basis of the acquis and the results of PreMo.

16) Webinars: using an e -learning platform for based on ADOBE CONNECT , between December 2013 and March 2014 were made 8 webinars (online seminars) which are still available at the following address : <http://www.ialweb.it/archivio-eventi-live/165077>

Project homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

## Project Contractor

Name: Provincia autonoma di Trento - Servizio Europa - Ufficio Fondo Sociale Europeo  
City: Trento  
Country/Region: Provincia Autonoma Trento  
Country: IT-Italy  
Organization Type: public institution  
Homepage: <http://www.fse.provincia.tn.it>

## Contact Person

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Homepage: <http://www.fse.provincia.tn.it>

## Coordinator

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Country: IT-Italy  
Organization Type: public institution  
Homepage: <http://www.fse.provincia.tn.it>

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Homepage: <http://www.fse.provincia.tn.it>

## Partner

### Partner 1

Name: P1 ARBEIT UND LEBEN  
City: Hamburg  
Country/Region: Hamburg  
Country: DE-Germany  
Organization Type: trade union organisation  
Homepage: <http://www.hamburg.arbeitundleben.de/>

### Partner 2

Name: P2 Assembly of french skilled craft chambers  
City: Paris  
Country/Region: Ile De France  
Country: FR-France  
Organization Type: association/non-governmental organisation  
Homepage: <http://www.artisanat.fr>

### Partner 3

Name: P3 Generalitat Catalunya  
City: Barcelona  
Country/Region: Cataluna  
Country: ES-Spain  
Organization Type: initial training  
Homepage: <http://www.gencat.cat>

### Partner 4

Name: P4 Regione Friuli-Venezia-Giulia  
City: Trieste  
Country/Region: Friuli-Venezia-Giulia  
Country: IT-Italy  
Organization Type: public institution  
Homepage: <http://www.regione.fvg.it>

## Partner

### Partner 5

Name: P5 Regione Marche  
City: Ancona  
Country/Region: Marche  
Country: IT-Italy  
Organization Type: public institution  
Homepage: <http://www.regione.marche.it>

### Partner 6

Name: P6 Provincia Torino  
City: Turin  
Country/Region: Piemonte  
Country: IT-Italy  
Organization Type: public institution  
Homepage: <http://www.provincia.torino.gov.it>

### Partner 7

Name: P7 CMA Chambre des métiers et de l'artisanat LR  
City: Castelnau Le Lez  
Country/Region: Languedoc-Roussillon  
Country: FR-France  
Organization Type: chamber  
Homepage: <http://www.cma-languedocroussillon.fr>

## Project Files

### 10\_BROCHURE\_ENG.pdf

[http://www.adam-europe.eu/prj/10189/prj/10\\_BROCHURE\\_ENG.pdf](http://www.adam-europe.eu/prj/10189/prj/10_BROCHURE_ENG.pdf)

Brochure English

### 10\_BROCHURE\_IT.pdf

[http://www.adam-europe.eu/prj/10189/prj/10\\_BROCHURE\\_IT.pdf](http://www.adam-europe.eu/prj/10189/prj/10_BROCHURE_IT.pdf)

Brochure Italian

### Agreement.pdf

<http://www.adam-europe.eu/prj/10189/prj/Agreement.pdf>

Collaboration Agreement

### appendice\_DEF\_ITA.docx

[http://www.adam-europe.eu/prj/10189/prj/appendice%20\\_DEF\\_ITA.docx](http://www.adam-europe.eu/prj/10189/prj/appendice%20_DEF_ITA.docx)

CARTA DELLA QUALITÀ: APPENDIX 1: PreMo Mobility Charter

### APPENDIX\_DEF.docx

[http://www.adam-europe.eu/prj/10189/prj/APPENDIX\\_DEF.docx](http://www.adam-europe.eu/prj/10189/prj/APPENDIX_DEF.docx)

Quality Charter: APPENDIX 1: PreMo Mobility Charter

### Brochure premo\_de.pdf

[http://www.adam-europe.eu/prj/10189/prj/Brochure%20premo\\_de.pdf](http://www.adam-europe.eu/prj/10189/prj/Brochure%20premo_de.pdf)

Brochure DE

### Competenze finale\_draft\_en.doc

[http://www.adam-europe.eu/prj/10189/prj/Competenze%20finale\\_draft\\_en.doc](http://www.adam-europe.eu/prj/10189/prj/Competenze%20finale_draft_en.doc)

Activities and skills of mobility agency operators

### Competenze finale\_draft\_IT.docx

[http://www.adam-europe.eu/prj/10189/prj/Competenze%20finale\\_draft\\_IT.docx](http://www.adam-europe.eu/prj/10189/prj/Competenze%20finale_draft_IT.docx)

Nel quadro delle attività condotte dalla Regione FVG (responsabile del WP 5), i partner progettuali hanno presentato un proprio schema di analisi del profilo di operatore della mobilità. Ne è risultato un ricco quadro di competenze, articolato in differenti funzioni ed aree di attività. Su queste basi è stato elaborato il contenuto della formazione per gli operatori.

### Conferenza finale.zip

<http://www.adam-europe.eu/prj/10189/prj/Conferenza%20finale.zip>

Final Conference

### Minutes\_fifth\_meeting.docx

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_fifth\\_meeting.docx](http://www.adam-europe.eu/prj/10189/prj/Minutes_fifth_meeting.docx)

Minutes Meeting 5

### Minutes\_final\_meeting.docx

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_final\\_meeting.docx](http://www.adam-europe.eu/prj/10189/prj/Minutes_final_meeting.docx)

Minutes Meeting final

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## Project Files

### Minutes\_fourth\_meeting.doc

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_fourth\\_meeting.doc](http://www.adam-europe.eu/prj/10189/prj/Minutes_fourth_meeting.doc)

Minutes Meeting 4

### Minutes\_kickoff\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_kickoff\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Minutes_kickoff_meeting.pdf)

Minutes Kick-off meeting

### Minutes\_second\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_second\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Minutes_second_meeting.pdf)

Minutes second meeting

### Minutes\_third\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Minutes\\_third\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Minutes_third_meeting.pdf)

Minutes third meeting

### Paris Agenda\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris%20Agenda\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris%20Agenda_EN.pdf)

Agenda of the meeting in Paris, 4-5 June 2014

### Paris Minutes\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris%20Minutes\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris%20Minutes_EN.pdf)

Minutes of the meeting in Paris, 4-5 June 2014

### Paris\_P0\_Antonello Mocchi\_ECVET-EQF job profile Mobility agency operator.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris\\_P0\\_Antonello%20Mocchi\\_ECVET-EQF%20job%20profile%20Mobility%20agency%20operator.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris_P0_Antonello%20Mocchi_ECVET-EQF%20job%20profile%20Mobility%20agency%20operator.pdf)

Presentation at the meeting in Paris, 4-5 June 2014

### Paris\_P0\_Antonello Mocchi\_Quality management.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris\\_P0\\_Antonello%20Mocchi\\_Quality%20management.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris_P0_Antonello%20Mocchi_Quality%20management.pdf)

Presentation at the meeting in Paris, 4-5 June 2014

### Paris\_P0\_Marco Milano\_project management.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris\\_P0\\_Marco%20Milano\\_project%20management.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris_P0_Marco%20Milano_project%20management.pdf)

Presentation at the meeting in Paris, 4-5 June 2014

### Paris\_P2\_WP6\_ PreMo quality charter & collaboration agreement.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris\\_P2\\_WP6\\_%20PreMo%20quality%20charter%20%26%20collaboration%20agreement.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris_P2_WP6_%20PreMo%20quality%20charter%20%26%20collaboration%20agreement.pdf)

Presentation at the meeting in Paris, 4-5 June 2014

### Paris\_P4\_users satisfaction questionnaire.pdf

[http://www.adam-europe.eu/prj/10189/prj/Paris\\_P4\\_users%20satisfaction%20questionnaire.pdf](http://www.adam-europe.eu/prj/10189/prj/Paris_P4_users%20satisfaction%20questionnaire.pdf)

Presentation at the meeting in Paris, 4-5 June 2014

## Project Files

participants\_fifth\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/participants\\_fifth\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/participants_fifth_meeting.pdf)

Participants fifth meeting

participants\_fourth\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/participants\\_fourth%20meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/participants_fourth%20meeting.pdf)

Participants fourth meeting

Participants\_kickoff\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Participants\\_kickoff\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Participants_kickoff_meeting.pdf)

Participants Kick-off meeting

Participants\_second\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Participants\\_second\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Participants_second_meeting.pdf)

Participants second meeting

Participants\_third\_meeting.pdf

[http://www.adam-europe.eu/prj/10189/prj/Participants\\_third\\_meeting.pdf](http://www.adam-europe.eu/prj/10189/prj/Participants_third_meeting.pdf)

Participants third meeting

premo\_dissemination\_analysis\_partfortranslators\_ITA.doc

[http://www.adam-europe.eu/prj/10189/prj/premo\\_dissemination\\_analysis\\_partfortranslators\\_ITA.doc](http://www.adam-europe.eu/prj/10189/prj/premo_dissemination_analysis_partfortranslators_ITA.doc)

Dissemination and Exploitation Plan (Italian)

premo\_dissemination\_analysis\_v6.doc

[http://www.adam-europe.eu/prj/10189/prj/premo\\_dissemination\\_analysis\\_v6.doc](http://www.adam-europe.eu/prj/10189/prj/premo_dissemination_analysis_v6.doc)

Dissemination and Exploitation Plan

PreMo Guidelines\_EN\_def.pdf

[http://www.adam-europe.eu/prj/10189/prj/PreMo%20Guidelines\\_EN\\_def.pdf](http://www.adam-europe.eu/prj/10189/prj/PreMo%20Guidelines_EN_def.pdf)

Guidelines

PreMo Guidelines\_ITA\_def.pdf

[http://www.adam-europe.eu/prj/10189/prj/PreMo%20Guidelines\\_ITA\\_def.pdf](http://www.adam-europe.eu/prj/10189/prj/PreMo%20Guidelines_ITA_def.pdf)

Guidelines Italian

premo\_news\_1.pdf

[http://www.adam-europe.eu/prj/10189/prj/premo\\_news\\_1.pdf](http://www.adam-europe.eu/prj/10189/prj/premo_news_1.pdf)

Newsletter 1

premo\_news\_2.pdf

[http://www.adam-europe.eu/prj/10189/prj/premo\\_news\\_2.pdf](http://www.adam-europe.eu/prj/10189/prj/premo_news_2.pdf)

Newsletter 2

## Project Files

### premo\_news3.pdf

[http://www.adam-europe.eu/prj/10189/prj/premo\\_news3.pdf](http://www.adam-europe.eu/prj/10189/prj/premo_news3.pdf)

Newsletter 3

### PreMo\_Operatorprofile\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/PreMo\\_Operatorprofile\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/PreMo_Operatorprofile_EN.pdf)

Operator profile

### PreMo\_Quality Charter grid\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/PreMo\\_Quality%20Charter%20grid\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/PreMo_Quality%20Charter%20grid_EN.pdf)

Quality Charted Grid

### Prodotti disseminazione.zip

<http://www.adam-europe.eu/prj/10189/prj/Prodotti%20disseminazione.zip>

Dissemination products

### Profilo operatori.docx

<http://www.adam-europe.eu/prj/10189/prj/Profilo%20operatori.docx>

### QualityPlan-finalreport\_Mocci.docx

[http://www.adam-europe.eu/prj/10189/prj/QualityPlan-finalreport\\_Mocci.docx](http://www.adam-europe.eu/prj/10189/prj/QualityPlan-finalreport_Mocci.docx)

Quality Report

### Report\_Finale\_PreMo25022015\_def.pdf

[http://www.adam-europe.eu/prj/10189/prj/Report\\_Finale\\_PreMo25022015\\_def.pdf](http://www.adam-europe.eu/prj/10189/prj/Report_Finale_PreMo25022015_def.pdf)

Final report

### SAC - COMPLESSIVO.pdf

<http://www.adam-europe.eu/prj/10189/prj/SAC%20-%20COMPLESSIVO.pdf>

This form has the aim to define skills units for each activity area which the work process is articulated. This process has been draw in the form "process map" and is related to the professional figure written in the title.

### Torino Agenda\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/Torino%20Agenda\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/Torino%20Agenda_EN.pdf)

Agenda of the meeting in Torino 20-21 March 2014

### Torino Minutes\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prj/Torino%20Minutes\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prj/Torino%20Minutes_EN.pdf)

Minutes of the meeting in Torino 20-21 March 2014

### Torino\_P0\_Project management.pdf

[http://www.adam-europe.eu/prj/10189/prj/Torino\\_P0\\_Project%20management.pdf](http://www.adam-europe.eu/prj/10189/prj/Torino_P0_Project%20management.pdf)

Partner agreement discussed at the meeting in Torino 20-21 March 2014

## Project Files

### Torino\_TV\_Interview.jpg

[http://www.adam-europe.eu/prj/10189/prj/Torino\\_TV\\_Interview.jpg](http://www.adam-europe.eu/prj/10189/prj/Torino_TV_Interview.jpg)

TV Interview during the meeting

### Vortal\_address.docx

[http://www.adam-europe.eu/prj/10189/prj/Vortal\\_address.docx](http://www.adam-europe.eu/prj/10189/prj/Vortal_address.docx)

Vortal web address

### vortalforum\_manual\_v1.pdf

[http://www.adam-europe.eu/prj/10189/prj/vortalforum\\_manual\\_v1.pdf](http://www.adam-europe.eu/prj/10189/prj/vortalforum_manual_v1.pdf)

Vortale Manual

### Webinars.docx

<http://www.adam-europe.eu/prj/10189/prj/Webinars.docx>

Webinars

### wp6\_quality\_grid\_finalV2.doc

[http://www.adam-europe.eu/prj/10189/prj/wp6\\_quality%20grid\\_finalV2.doc](http://www.adam-europe.eu/prj/10189/prj/wp6_quality%20grid_finalV2.doc)

QUALITY CHARTER - Summary of the feedback from partners

### wp6\_quality\_grid\_finalV2\_ITA\_def.doc

[http://www.adam-europe.eu/prj/10189/prj/wp6\\_quality%20grid\\_finalV2\\_ITA\\_def.doc](http://www.adam-europe.eu/prj/10189/prj/wp6_quality%20grid_finalV2_ITA_def.doc)

CARTA DELLA QUALITÀ

## Products

- 1 Newsletter 1 (Product nr.4)
- 2 PreMo Project brochure (Product nr.7)
- 3 Guidelines - recommendations for mobility agency (Product nr.8 )
- 4 Interim project report (Product nr.13)
- 5 The Quality Plan (Product nr.1)
- 6 The PreMo Web Site (Product nr. 2)
- 7 Newsletter 2 (Product nr.5)
- 8 Quality Charter (Product nr. 11)
- 9 Skills analysis and Job profile "Mobility agency operator" (Product nr.10)
- 10 Newsletter 3 (Product nr.6)
- 11 Collaboration Agreement (product nr.15)
- 12 Final Conference (Product nr.3)
- 13 Vortal (Product nr.9)
- 14 The dissemination Plan (Product nr.12)
- 15 Final Project report (Product nr.14)
- 16 Webinars (product nr.16)

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## Product 'Newsletter 1 (Product nr.4)'

Title: Newsletter 1 (Product nr.4)

Product Type: others

Marketing Text: The first newsletter of the PREMO (Preparing the Mobility) project was launched in October 2013. You can access it at the project web site: [www.preparingmobility.eu](http://www.preparingmobility.eu). It includes information about the project objectives, activities and products.

Description: The newsletter present the general objectives of the project, as well as the way the partners are implementing the activities and the expected final results. A special focus is given to the guidelines addressed to staff supporting mobility programmes.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: <http://preparalamobilita.eu/news1/index.html>

Product Languages: English

### product files

Newsletter\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prd/1/1/Newsletter\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prd/1/1/Newsletter_EN.pdf)  
Newsletter, English version

## Product 'PreMo Project brochure (Product nr.7)'

Title: PreMo Project brochure (Product nr.7)

Product Type: others

Marketing Text: The brochure of the PREMO (Preparing the Mobility) project presents the general information and objectives of the project. Its objective is to make target beneficiaries and all people involved in mobility programmes aware of the activities and expected results of PREMO.

Description: The objectives, partners, activities and expected results of the PREMO project are here presented. In particular the brochure intends to promote the use of the PREMO web site, and pave the way to a major use of the Vortal, the operation portal that will be ready at the end of the project.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: Italian  
German  
English

### product files

#### Brochure\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure_EN.pdf)  
Brochure, English version

#### Brochure\_IT.pdf

[http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure\\_IT.pdf](http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure_IT.pdf)  
Brochure, Italian version

#### Brochure premo\_de.pdf

[http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure%20premo\\_de.pdf](http://www.adam-europe.eu/prj/10189/prd/2/1/Brochure%20premo_de.pdf)  
Brochure PreMo DE

## Product 'Guidelines - recommendations for mobility agency (Product nr.8 )'

Title: Guidelines - recommendations for mobility agency (Product nr.8 )

Product Type: procedure for the analysis and prognosis of the vocational training requirement

Marketing Text: The PREMO Guidelines are the results of the joint work carried out by the project partners, sharing their approaches, knowledge and experience. They aim to support mobility programmes, providing recommendations and suggestions how to set up and maintain a mobility programme.

Description: The guidelines include three key elements: 1) a platform for mobility, i.e. the main tool to support who is interested to promote, provide information and monitor a mobility programme; 2) outgoing mobility, and 3) incoming mobility. All guidelines and recommendations are detailed, providing useful examples to better put in practice a mobility programme.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: Guidance material to new approaches and methodologies.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: English  
Italian

### product files

#### Guidelines\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prd/3/1/Guidelines\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prd/3/1/Guidelines_EN.pdf)  
Guidelines, English version

#### Guidelines\_IT.pdf

[http://www.adam-europe.eu/prj/10189/prd/3/1/Guidelines\\_IT.pdf](http://www.adam-europe.eu/prj/10189/prd/3/1/Guidelines_IT.pdf)  
Guidelines, Italian version

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## Product 'Interim project report (Product nr.13)'

Title: Interim project report (Product nr.13)

Product Type: others

Marketing Text: The progress results of the PREMO (Preparing the Mobility) project are here presented.

Description: The document reports the achievements of the PREMO project in its first year of activity, making available the documents developed until now.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: Italian

### product files

Interim\_Report\_IT.pdf

[http://www.adam-europe.eu/prj/10189/prd/5/1/Interim\\_Report\\_IT.pdf](http://www.adam-europe.eu/prj/10189/prd/5/1/Interim_Report_IT.pdf)  
Interim Project Report in Italian language.

## Product 'The Quality Plan (Product nr.1)'

Title: The Quality Plan (Product nr.1)

Product Type: evaluation methods

Marketing Text: The Quality Plan presents the strategy developed by the project partners to guarantee the successful implementation of the PREMO (Preparing the Mobility) project.

Description: The document describes the tools and the methodology developed by the project for monitoring the progress of the project versus the original objectives. Linked to the Quality plan a Final Evaluation report has been delivered. The report aims to keep monitored the performance of the PREMO (Preparing the Mobility) project, and guarantee the effectiveness of its results.

Target group: Directly the project partners themselves, and indirectly the final beneficiaries, who are guaranteed about the quality of the project outputs.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: English  
Italian

### product files

Final\_Evaluation\_report.docx

[http://www.adam-europe.eu/prj/10189/prd/6/1/Final\\_Evaluation\\_report.docx](http://www.adam-europe.eu/prj/10189/prd/6/1/Final_Evaluation_report.docx)  
Final Evaluation report

Quality\_Plan\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prd/6/1/Quality\\_Plan\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prd/6/1/Quality_Plan_EN.pdf)  
Quality Plan, English version

qualityplan\_ITA.docx

[http://www.adam-europe.eu/prj/10189/prd/6/1/qualityplan\\_ITA.docx](http://www.adam-europe.eu/prj/10189/prd/6/1/qualityplan_ITA.docx)  
Quality Plan IT

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## Product 'The PreMo Web Site (Product nr. 2)'

Title: The PreMo Web Site (Product nr. 2)

Product Type: website

Marketing Text: The web site of the PREMO (Preparing the Mobility) Currently the address is the following:  
[http://preparalamobilita.eu/the\\_premo\\_initiative.html](http://preparalamobilita.eu/the_premo_initiative.html)

Description: the Website <http://www.preparingmobility.eu>: source of information and dissemination of initiatives carried out all along the project and the presentation of the results. It was divided into several sections : "About mobility" , " Success stories " , " Links " , " Tools " . In the final part of the project, the site content is brought back in a section of the Vortal ( cfr . Result 11 ) , in order to ensure their sustainability. Currently the address is the following:  
[http://preparalamobilita.eu/the\\_premo\\_initiative.html](http://preparalamobilita.eu/the_premo_initiative.html)

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: English

### product files

Website\_EN.pdf

[http://www.adam-europe.eu/prj/10189/prd/7/1/Website\\_EN.pdf](http://www.adam-europe.eu/prj/10189/prd/7/1/Website_EN.pdf)  
Website reference, English version

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## Product 'Newsletter 2 (Product nr.5)'

Title: Newsletter 2 (Product nr.5)

Product Type: others

Marketing Text: The second newsletter of the PREMO (Preparing the Mobility) project was launched in April 2014. You can access it at the project web site: [www.preparingmobility.eu](http://www.preparingmobility.eu). It includes information about the project activities and results.

Description: The newsletter present the general objectives of the project, as well as the way the partners are implementing the activities and the expected final results. A special focus is given to the guidelines addressed to staff supporting mobility programmes.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [http://preparalamobilita.eu/premo\\_news\\_2.pdf](http://preparalamobilita.eu/premo_news_2.pdf)

Product Languages: English

### product files

premo\_news\_2.pdf

[http://www.adam-europe.eu/prj/10189/prd/8/1/premo\\_news\\_2.pdf](http://www.adam-europe.eu/prj/10189/prd/8/1/premo_news_2.pdf)  
PreMo Newsletter 2

## Product 'Quality Charter (Product nr. 11)'

Title: Quality Charter (Product nr. 11)

Product Type: others

Marketing Text: The document presents the joint reflection about the planning, implementation, evaluation and review activities to be undertaken within the different phases of a Preparation of Mobility Plan

Description: The different phases are here presented, detailing the associated activities. IT consisted of two documents : 1 ) a grid of quality standards ; 2 ) a declaration of commitments ( 9 in total ) which could be followed by the organization involved in quality mobility management

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: <http://preparalamobilita.eu>

Product Languages: English  
Italian

### product files

quality grid\_EN.doc

[http://www.adam-europe.eu/prj/10189/prd/9/1/quality%20grid\\_EN.doc](http://www.adam-europe.eu/prj/10189/prd/9/1/quality%20grid_EN.doc)  
Quality grid full EN

quality grid\_ITA\_def.doc

[http://www.adam-europe.eu/prj/10189/prd/9/1/quality%20grid\\_ITA\\_def.doc](http://www.adam-europe.eu/prj/10189/prd/9/1/quality%20grid_ITA_def.doc)  
Quality grid full\_IT

## Product 'Skills analysis and Job profile “Mobility agency operator” (Product nr.10)'

Title: Skills analysis and Job profile “Mobility agency operator” (Product nr.10)

Product Type: description of new occupation profiles

Marketing Text: The Premo Project worked on the ' Analysis of Distinctive skills recognized of the mobility Operators and 2 ) a profile of professional operator at the ' Agency Mobility consistent with the descriptive framework of ECVET and EQF.

Description: The product contains 1 ) the ' Analysis of Distinctive skills recognized of the mobility Operators and 2 ) a profile of professional operator at the ' Agency Mobility consistent with the descriptive framework of ECVET and EQF. This last part describes the profile of mobility agency operator in terms of professions, professional attitude, EQF level, role and responsibility, core tasks, languages and legislation.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: Description of a professional profile.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: Italian  
English

### product files

#### profile\_full.pdf

[http://www.adam-europe.eu/prj/10189/prd/10/1/profile\\_full.pdf](http://www.adam-europe.eu/prj/10189/prd/10/1/profile_full.pdf)  
Profile for mobility operator EN

#### Profilo operatori\_ITA.docx

[http://www.adam-europe.eu/prj/10189/prd/10/1/Profilo%20operatori\\_ITA.docx](http://www.adam-europe.eu/prj/10189/prd/10/1/Profilo%20operatori_ITA.docx)  
Profilo operatori ITA

#### SAC - COMPLESSIVO.pdf

<http://www.adam-europe.eu/prj/10189/prd/10/1/SAC%20-%20COMPLESSIVO.pdf>  
Skills analysis

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## Product 'Newsletter 3 (Product nr.6)'

Title: Newsletter 3 (Product nr.6)

Product Type: others

Marketing Text: The third and final newsletter of the PREMO (Preparing the Mobility) project. You can access it at the project web site: [www.preparingmobility.eu](http://www.preparingmobility.eu). It includes information about the project activities and results.

Description: The newsletter present the general objectives of the project, as well as the way the partners are implementing the activities and the expected final results. A special focus is given to the guidelines addressed to staff supporting mobility programmes.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [http://preparalamobilita.eu/premo\\_news\\_3.pdf](http://preparalamobilita.eu/premo_news_3.pdf)

Product Languages: English

### product files

premo\_news3.pdf

[http://www.adam-europe.eu/prj/10189/prd/13/1/premo\\_news3.pdf](http://www.adam-europe.eu/prj/10189/prd/13/1/premo_news3.pdf)  
PreMo Newsletter 3

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## Product 'Collaboration Agreement (product nr.15)'

Title: Collaboration Agreement (product nr.15)

Product Type: others

Marketing Text: The agreement lays out the Commitment of PreMo partners to establish a permanent partnership.

Description: The agreement lays out the Commitment of PreMo partners to establish a permanent partnership.provided for the construction of a mobility partnership finalized to takes steps to ensure :

- the quality of mobility initiatives implemented together ;
- Collaboration and networking on the basis of the acquis and the results of Premo.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: <http://preparalamobilita.eu>

Product Languages: English

### product files

Collaboration Agreement.pdf

<http://www.adam-europe.eu/prj/10189/prd/14/1/Collaboration%20Agreement.pdf>  
Agreement

## Product 'Final Conference (Product nr.3)'

Title: Final Conference (Product nr.3)

Product Type: others

Marketing Text: Final Conference "PreMo and Track Quality mobility and recognizing skills following a placement abroad"

Description: Joint Final Conference of the PreMo and Track projects  
The Final Conference which was held on November 14 and is divided into three main parts: the presentation of results from Premo with a view to strengthening the support to quality mobility; a panel referring to the individual competences for mobility in 2020 ; a round table between Institutional and Political representatives with the title " transnational mobility intended as a way to strength Human capital at local level ". The day before partners of the preMo and Track project had been involved in the annual Trentino Mobility Day.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: <http://preparalamobilita.eu>

Product Languages: Italian  
English

### product files

Agenda 13-14 11 2014 final\_en.pdf

[http://www.adam-europe.eu/prj/10189/prd/15/1/Agenda%2013-14%2011%202014%20final\\_en.pdf](http://www.adam-europe.eu/prj/10189/prd/15/1/Agenda%2013-14%2011%202014%20final_en.pdf)  
Agenda 13\_14 novembre EN

Agenda 14.11.2014\_def\_it.pdf

[http://www.adam-europe.eu/prj/10189/prd/15/1/Agenda%2014.11.2014\\_def\\_it.pdf](http://www.adam-europe.eu/prj/10189/prd/15/1/Agenda%2014.11.2014_def_it.pdf)  
Agenda ITA 14 Novembre

Comunicato.pdf

<http://www.adam-europe.eu/prj/10189/prd/15/1/Comunicato.pdf>  
Press release 13 Novembre ITA

## Product 'Vortal (Product nr.9)'

Title: Vortal (Product nr.9)

Product Type: website

Marketing Text: The PreMo vortal is a community of practice where it is possible to create files, to insert documents and to manage document in the community.

Description: The vortal is a community of practice where it is possible to create files, to insert documents and to manage document in the community.  
he Vortal Premo is a portal specialized in providing mobility services for learning available at "www.preparingmobility.eu".

The Vortal (vertical portal) is a portal that provides content and services in response to specific needs of certain categories of users.

The Vortal contains all the elements that distinguish a vertical portal: a) community (the vortal can accommodate virtual communities centered on specific topics); b) collaboration (the vortal is a cooperative environment, where different subjects work together to offer services); c) interactivity (the vortal facilitates interaction between those who offer products and services and all who seek).

It was addressed primarily at operators of mobility, which can access different types of instruments (tools) It also was addressed at potential beneficiaries, who can access tools in preparation for mobility and can contact the operators active on the individual territories.

Target group: All the actors and stakeholders of the VET sector, with a special focus on organisations active in mobility programmes.

Result: It is a general information product.

Area of application: Organisations active or interested in the organisation of mobility programmes.

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: English

### product files

indirizzo vortale.docx

<http://www.adam-europe.eu/prj/10189/prd/16/1/indirizzo%20vortale.docx>  
The PreMo vortal

vortalforum\_manual\_v1.pdf

[http://www.adam-europe.eu/prj/10189/prd/16/1/vortalforum\\_manual\\_v1.pdf](http://www.adam-europe.eu/prj/10189/prd/16/1/vortalforum_manual_v1.pdf)  
Manual Guide for the Forum for operators

## Product 'The dissemination Plan (Product nr.12)'

Title: The dissemination Plan (Product nr.12)

Product Type: others

Marketing Text: the DP has been the document to detail the methods, tools and timing to maximize the dissemination of the results of the project. The idea was to have a dissemination plan adaptable to the needs and developments of the project.

Description: It consists of an introduction of the dissemination strategy, it was enriched, during the project, throughout templates filled in by each partner (especially those territories receivers). The plan and its application have been supported by the intervention of outside experts (EVTA - European association for vocational training).

Along the project (through a specific format) the dissemination activities of each partner have been collected. Based on these data, was then carried out a SWOT analysis overall, including the possible difficulties the project might encounter, the potential solutions, opportunities compared to other uses and implications and recommendations relating to the sustainability of the dissemination actions.

The purpose was to provide the elements to foster dialogue and discussion of dissemination strategies for each transnational meeting of the project, in order to ensure the appropriate flexibility and appropriateness.

The idea was to have a dissemination plan adaptable to the needs and developments of the project and ensures the personalization of intervention

Target group: All the partners

Result: Flexible and comprehensive overview of the dissemination activities

Area of application: General purpose

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: English

### product files

premo\_dissemination\_Plan.doc

[http://www.adam-europe.eu/prj/10189/prd/17/1/premo\\_dissemination\\_Plan.doc](http://www.adam-europe.eu/prj/10189/prd/17/1/premo_dissemination_Plan.doc)  
PreMo dissemination Plan

## Product 'Final Project report (Product nr.14)'

Title: Final Project report (Product nr.14)

Product Type: others

Marketing Text: Final Project report

Description: Final Project report:  
Because is under evaluation by the NA we decided not to upload it

Target group: National Agency

Result: Final Project report

Area of application: Reporting

Homepage: [www.preparingmobility.eu](http://www.preparingmobility.eu)

Product Languages: Italian

## Product 'Webinars (product nr.16)'

Title: Webinars (product nr.16)

Product Type: open and distance learning

Marketing Text: 8 webinars available at the following address : <http://www.ialweb.it/archivio-eventi-live/165077>

Description: 8 webinars available at the following address : <http://www.ialweb.it/archivio-eventi-live/165077>

- STRUMENTI EUROPEI PER LA VALIDAZIONE DELLE COMPETENZE
- BUONE PRASSI PER I PROGETTI DI MOBILITÀ TRANSNAZIONALE
- LA VALORIZZAZIONE DEL CAPITALE UMANO
- APPRENDIMENTO E MOBILITÀ: RICONOSCIMENTO DEI RISULTATI
- MOBILITÀ NELLA NUOVA PROGRAMMAZIONE NAZIONALE E COMUNITARIA
- FUND RAISING PER LA MOBILITÀ
- CAPACITY BUILDING ED EUROPEMOBILITY NETWORK
- SERVIZIO DI MOBILITA' TRANSNAZIONALE: GLI INDICATORI.

Target group: Mobility opertors

Result: 8 webinars

Area of application: 8 webinars

Homepage: <http://www.ialweb.it/archivio-eventi-live/165077>

Product Languages: Italian

### product files

Webinars.docx

<http://www.adam-europe.eu/prj/10189/prd/19/1/Webinars.docx>  
Webinars

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## Events

### Final project meeting and Conference

Date 13.11.2014

Description Final meeting of the project partners

Target audience Project partners and project stakeholders

Public Closed event

Contact Information Provincia Autonoma di Trento

Time and place Trento 13-14 November 2014

### Fifth project meeting

Date 04.06.2014

Description Fifth meeting of the project partners

Target audience Project partners and project stakeholders

Public Closed event

Contact Information Assemblée Permanente des Chambres de métiers et de l'artisanat – APCMA

Time and place Paris, 4-5 June 2014

### Fourth project meeting

Date 20.03.2014

Description Fourth meeting of the project partners

Target audience Project partners and project stakeholders

Public Closed event

Contact Information Province of Torino

Time and place Torino, 20-21 March 2014

## Events

### Third partners meeting

Date 29.10.2013

Description Third meeting of the project parner

Target audience Project partners and project stakeholders

Public Closed event

Contact Information Regione Autonoma del Friuli-Venezia Giulia

Time and place Trieste, 29-30 October 2013

### Second Project meeting

Date 06.05.2013

Description Second meeting of the project partners

Target audience Project partners and project stakeholders

Public Closed event

Contact Information Arbeit und Leben Hamburg

Time and place Hamburg, 6-7 May 2013

### Kick-Off meeting

Date 03.12.2012

Description Kick-off meeting of the project partners

Target audience Project partners, project stakeholders

Public Closed event

Contact Information Province of Trento

Time and place Trento, 3-4 December 2012