

***Care Operators Mobility through ECVET - COMETA:
An ECVET process to put in transparency and recognise across Europe
the learning outcomes and the qualifications of the professional
profiles in the health and social care sector***



WP 3 - Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional profiles in health and social care sector

Memorandum of Understanding ECVET for the European qualification in health and social care sector

Formal agreement between project partners, public institutions competent in Vocational Education and Training (VET), health and social care, sectorial social partners and VET providers at national/regional/local level, establishing the European equivalent for assessment, transfer, and accumulation of learning outcomes achieved in formal, informal and non-formal contexts.

June 15

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INTRODUCTION

What is ECVET

According to the 2009 EU Recommendation¹, 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 tools and methodology comprise the description of qualifications in terms of units of learning outcomes with associated points, a transfer and accumulation process and complementary documents such as learning agreements, transcripts of records and ECVET users' guides. ECVET is intended to facilitate the recognition of learning outcomes in accordance with national legislation, in the framework of mobility, for the purpose of achieving a qualification.

Aims of the Memorandum of Understanding (MoU)

Memoranda of Understanding (MoU) provide a general framework of cooperation and networking between a group of partner organizations and, when appropriate, assist them in the design of specific arrangements for mutual recognition of skills and credit transfer for learners.

To apply ECVET to learning outcomes achieved in a non-formal and informal learning context or outside the framework of a MoU, the competent institution which is empowered to award qualifications or units or to give credits should establish procedures and mechanisms for the identification, validation and recognition of these learning outcomes through the award of the corresponding units and the associated ECVET points.

The "COMETA" project

The "COMETA" multilateral project of transfer of innovation (MP ToI), was financed within the sectorial programme Leonardo da Vinci of the EU Lifelong Learning Programme 2007-13, priority 5 "ECVET for transparency and recognition of learning outcomes and qualifications".

The project was designed with particular reference to the health and social care sector, to achieve transparency and recognition of a group of soft skills common to a cluster of social and care professions performed in different domains, such as child care, elderly care and social inclusion (described in Appendix 1) and to develop a tool for the mutual recognition of these skills (Appendix 4) which could promote the geographical as well as intra-sector mobility of social and care workers.

Specifically, the partnership intended to achieve this aim through the identification of these soft skills, the development of a common tool for their validation and the establishment of a MoU ECVET defining the qualification field in terms of learning outcomes and in transferable units of learning outcomes with allocation of credit points, and by means of its enforcement (Validation, Transfer and Credits Awarding) through related VET programmes.

¹ RECOMMENDATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 June 2009 on the establishment of a European Credit System for Vocational Education and Training (ECVET) (2009/C 155/02)

The project Consortium and associated partnership includes important representative and VET organisations, and also social services providers at national, regional and local level and also European communication specialised organisations.

FORM AND CONTENT OF THE MOU

Participants

The MoU is an agreement open to all the interested organisations and in particular to public authorities competent in VET, health and health and social care; to social partners and VET providers operating in health and social care and to other parties interested to implement it at European, national, regional, local and sectorial level. First subscribers will be the partners of the Leonardo da Vinci Tol project “Cometa” and other organisation adhering and collaborating to it.

Purpose of the MoU

Purpose of this MoU is regulating the application of the ECVET process to the 6 learning outcomes identified as common to the 10 professional profiles operating in the health and social care sector identified within the Cometa project and listed in Appendix 1.

Ratification and effectiveness of the MoU

This MoU is made of 5 appendixes:

- Appendix 1 – The list of professional profiles object of COMETA activities
- Appendix 2 – The 6 competences (or learning outcomes) identified as common to the profiles identified in Appendix 1
- Appendix 3 – Mechanisms for the implementation of the MoU
- Appendix 4 – Tool for the validation of COMETA transversal skills
- Appendix 5 – Methodology for allocation and awarding of ECVET Points by competent institutions

Subscribers of this MoU are allowed to undersign all or only some of the appendixes, according to their statutory competences and/or the kind of commitments they wish to take regarding the implementation of the MoU.

Specifically:

- Undersigning **Appendixes 1 and 2**, the subscriber acknowledges that the learning outcomes identified in Appendix 1 are actually common to the list of professions identified in Appendix 1. Also, subscription of these two appendixes gives the subscriber the possibility of using the tools to carry out further testing or to carry out promotion and dissemination activities. Subscribers take the commitment of notifying to other project partners each specific use they will make of the tools and the results they will achieve,

- Undersigning **Appendixes 1, 2, 3 and 4** the subscribers, in addition to what listed above:
 - accept each other's status as interested actors and/or competent institutions;
 - accept each other's quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purposes of mutual recognition of the learning outcomes identified in Appendix 2 among the profiles identified in Appendix 1;
 - agree the conditions for the operation of the partnership, such as objectives, duration and arrangements for review of the MoU;
 - agree to make use of the tools for the validation of Cometa transversal skills (Appendix 4) as a mean to assess the possession of learning outcomes identified in Appendix 2 for the profiles listed in Appendix 1. In case the subscriber is a network, or an umbrella organization or *similia*, it commits to make the assessment tool available to all the actors and competent institutions that may be interested in using them exclusively in the framework of the MoU.
- Undersigning **Appendixes 1, 2, 3, 4 and 5** the subscribers in addition to what listed above:
 - agree on the comparability of qualification concerned for the purposes of credit transfer
 - agree to award to holders of COMETA certificate of acquired skills the ECVET points indicated in Appendix 5 for the related training profiles

This MoU has been duly executed and signed by an official representative of each of signatories. MoU shall come into effect for each party from the date of its signature.

This MoU and its Appendixes shall be executed in English and in the national languages of the signatories.

APPENDIXES

APPENDIX 1: THE LIST OF PROFILES OBJECT OF COMETA ACTIVITIES

More information about these profiles can be found in the project outcome: **“REPORT ON PROFESSIONAL PROFILES - Clusters of professional profiles on which the project will focus”**

COUNTRY	PROFILE	SHORT DESCRIPTION
ITALY	OPERATORE SOCIO-SANITARIO (NURSING ASSISTANT)	He /she provides primary personal, social and health care to dependent persons. S/he takes care of the living environment, provides personal assistance (eating, hygiene, moving...) and performs basic health care tasks.
ITALY (LOMBARDIA)	AUSILIARIO SOCIO- ASSISTENZIALE (AUXILIARY CARE WORKER)	He/she provides care for a dependent person to meet his daily needs. He /she provides personal assistance (with eating, hygiene, moving), supports social inclusion, does the shopping and simple bureaucratic applications and takes care of the living environment.
SPAIN	CUIDADOR DE PERSONAS DEPENDIENTES EN INSTITUCIONES (ASSISTANT OF DEPENDENT PERSONS IN CARE INSTITUTIONS)	He/she takes care of dependent persons in social and health care contexts, providing personal assistance and psico-social support and performing basic health care tasks.
BULGARIA	ЗДРАВЕH АСИСТЕНТ (ASSISTANT NURSE)	He/she provides basic health care and / or support the work of health care professionals in hospitals and residential care settings. The care is provided for patients recovering from acute stage of the disease, and people with disabilities. He/she assists the patient in meeting basic human needs - food, health, movement, respiration, excretion, sleep, recreation, education and entertainment and provide psycho social comfort.
ITALY (SARDINIA)	TECNICO ATTIVITA' DI EDUCAZIONE RIVOLTE ALL'INFANZIA (CHILDHOOD EDUCATOR)	He /she develops educational programmes for children and toddlers, aimed to support their growth and the involvement of parents.
SPAIN	CUIDADOR DE NINOS (CHILDHOOD EDUCATOR)	S/he provides personal care services to toddlers (eating, hygiene, health needs) and s/he supports the teachers in monitoring them.
ITALY (UMBRIA)	EDUCATORE – ANIMATORE (CHILDHOOD EDUCATOR)	S/he works in extra-school services for children from 12 months to 6 years old. S/he promotes educational and recreational activities aimed to support socialization, development of creative skills and the child growth.
BULGARIA	ПОМОЩНИК- ВЪЗПИТАТЕЛ В ОТГЛЕЖДАНЕТО И ВЪЗПИТАНИЕТО НА ДЕЦА (ASSISTANT EDUCATOR IN THE GROWTH OF CHILDREN)	S/he provides care and assistance to children; hygiene and sanitation, provision of educational activities with young children and preschoolers, assisting in the conduct of educational activities, practical guide to gaming and educational activities with children, supporting the process

		preparation of children for school.
BULGARIA	ДОМАШЕН ПОМОЩНИК (HOME HELPER)	He/she provides assistance to a ill or socially excluded person. He / she takes care of the house (cleaning, doing the shopping, doing minor repairs) and supports the care recipient with eating and personal hygiene.
ITALY (UMBRIA – SARDINIA ² - LOMBARDIA)	ASSISTENTE FAMILIARE (FAMILY ASSISTANT)	He/she provides domestic care for older persons and persons with disabilities or severe illnesses. He/she provides personal assistance (with eating, hygiene, moving), [helps with taking medication], supports socialization and social inclusion and takes care of the house.
SPAIN	AUXILIAR DE AYUDA A DOMICILIO (HOME CARE AUXILIARY WORKER)	He/she provides care for older persons and persons with disabilities or severe illnesses. He/she provides personal assistance (with eating, hygiene, moving), supports socialization and social inclusion and takes care of the house.
ITALY (UMBRIA, LOMBARDIA, SARDINIA)	ANIMATORE SOCIALE (SOCIO-CULTURAL ANIMATOR)	He / she supports social inclusion and personal development of marginalized groups through educational, cultural and recreational activities.
BULGARIA	СОЦИАЛЕН АСИСТЕНТ (SOCIAL ASSISTANT)	He/she provides care for a child or adult with a permanent disability or severe illness, to meet his daily needs. He /she helps with taking medication and accessing local services, supports socialization and social inclusion, gives emotional support, accompanies the care recipient to external activities, helps with bureaucratic documents and applications
ITALY (LOMBARDIA)	ANIMATORE RESIDENZE PER ANZIANI (ANIMATOR IN CARE FACILITIES FOR OLDER PERSONS)	He/she promotes social inclusion and active participation of older persons living in residential or semi-residential care facilities. S/he organizes educational, recreational and cultural activities.
SPAIN	ANIMADOR SOCIO-CULTURAL (SOCIO-CULTURAL ANIMATOR)	He/she plans and realizes projects aimed to social development applying group dynamics techniques, using cultural and leisure means, recreational, socio-cultural and educational activities for beneficiaries of all ages.

² Where s/he is called "Addetto alle operazioni di supporto nella gestione domestica e di assistenza nella cura alla persona"

APPENDIX 2: THE SIX COMMON COMPETENCES

Competences identified as common to all the profiles identified in Appendix 1.

More information on how these skills were chosen can be found in the project outcome: "**COMPARISON OF SKILLS** - Comparison between BESCLOs and soft skills declared in standard training curricula in COMETA profiles"

1	Understand the need to promote the following values at all times: individuality, rights, choice, privacy, independence, dignity, respect and partnership
2	Understand the importance of finding out the history, preferences, wishes, needs and abilities of the individual(s) you are supporting.
3	Understand the importance of working in partnership with unpaid carers /volunteers/significant others for the individual(s)he/she is supporting
4	Understand the basic forms of verbal/nonverbal communication and how to use these in his/her work
5	Understand why it is important to follow policies and procedures, legal frameworks and the aims and objectives of the organization he/she works for
6	Is able to constantly monitor his/her activities and he/she is able to apply critically assessment tools/methodologies such as internal and/or external supervision

APPENDIX 3: MECHANISMS FOR THE IMPLEMENTATION OF THE MOU

1. RULES AND PROCEDURES TO MONITOR AND ENFORCE THE MOU

1.1 Joint governance committee

1.1.1 The Joint governance committee is established to facilitate the implementation of this MoU, to oversee administrative processes, and to monitor the performance of all Parties who have agreed to be bound by the terms and conditions of this MoU to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved promptly and in a manner consistent with the intent of this MoU.

1.1.2 The Joint governance committee will also monitor the processes to implement this MoU in an effective and non discriminatory manner, and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information.

1.1.3 The Joint governance committee should meet at least annually or as often as required in order to effectively perform its duties and assist in the resolution of potential disputes.

1.1.4 Each organisation undersigning this MoU is represented in the Joint governance committee by a minimum of one (1) and a maximum of two (2) Officers/Members/Representatives. The organisations represented in the Joint governance committee are the initial contracting Parties of this MoU and all the authorities and organisations which undersign it afterwards.

1.1.5. For monitoring purposes, each organization undersigning this MoU is committed to regularly keep the Joint governance committee informed on the application of the tools and on the results achieved.

1.1.6 The organisations interested to participate at this MoU must undersign it and send a copy of the undersigned MoU to the Joint governance committee, which will deliberate unanimously, during its subsequent meeting, on the new subscribers to this MoU.

1.1.7 The organisations interested in subscribing to MoU have also the possibility to undersign it without participation to the Joint governance committee. If this is their intention the applicant organisation must clearly specify this will in their signed MoU application sent to the Joint governance committee.

1.1.8 The Joint governance committee is based, till its different decision, c/o the Applicant Co-ordinator of the COMETA project (Consorzio DROM via Fabio Filzi, 41 – 20124 Milano).

1.1.9. A meeting of the Joint Governance Committee can be called by any of its members anytime a matter for discussion should arise.

1.2 Meetings

1.2.1 At Joint governance committee meetings a representative of the host organisation shall serve as Chair.

1.2.2 Meeting locations and dates shall be proposed by the hosting organisation, subject to agreement by the others.

1.2.3 The host organisation is responsible for meeting room arrangements, catering, dinner reservations, Agenda, Minutes and shall provide translation services when needed. Meetings could also be held via teleconference.

1.2.4 Face-to-face meetings require two-month notice.

1.2.5 Minutes must be prepared and distributed within two months.

1.3 Finances

1.3.1 There are no fees to signing this agreement.

1.3.2 Each organisation is responsible for its own funding in carrying out the activities foreseen by this agreement.

2. MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION

The Joint governance committee will put in place mechanisms and procedures which will include:

2.1 To review periodically the concerned professional profile;

2.2 To establish the rules and procedures necessary for the application, evaluation and monitoring of the provisions in this MoU. Member of the Joint governance committee will keep in regular contact and hold meetings at least annually to review the implementation and effectiveness of the agreement.

2.3 Acting as an information source for the concerned professionals within the participating Countries.

2.5 A means for dispute resolution for the implementation of this MoU.

2.6 Additional tasks as determined by the Joint governance committee.

3. REGULATIONS RELATING TO NATIONALITY

3.1 Beneficiaries of the provisions of this MoU will be residents of the Countries represented by the Parties.

4. REVISION OF AGREEMENT

The agreement is ongoing subject to periodic review by the Joint governance committee.

5. NOTICE OF TERMINATION

If any Party wishes to withdraw from this MoU, it will inform the Joint governance committee of this decision by giving 6 months' notice in writing.

APPENDIX 4: THE TOOL FOR THE VALIDATION OF COMETA TRANSVERSAL SKILLS

The following appendix contains a tool developed to assess the skills listed in Appendix 2, acquired in formal, non-formal and informal contexts and a template of certificate to be used to acknowledge the results of the assessment.

By signing this appendix, the subscriber accepts:

- a) to use the tool according to the indicated methodology and only in the framework and for the purposes of this ECVET agreement
- b) not to disseminate or divulgate the tool to organizations which have not subscribed the COMETA Memorandum of Understanding
- c) not to remix, transform or build upon the tool without the prior consent of the Joint Governance Committee
- d) to always give credit to the original authors of the tool³
- e) to provide to the Joint Governance Committee any information needed to monitor the application of the tool (see Annex 1 – article 1.1.5).

1. Presentation of the Cometa's methodology and tools

The main aim of Cometa Project is to promote workers' mobility both geographically and from a professional sector into another, within the European Countries, through the transferability and recognition of learning outcomes common to different professional profiles achieved in different learning contexts (formal, non-formal and informal).

In particular, the competences detected by the tests are:

Competence 1: Understand the need to promote the following values at all times: individuality, rights, choice, privacy, independence, dignity, respect and partnership

Competence 2: Understand the importance of finding out the history, preferences, wishes, needs and abilities of the individual(s) he/she is supporting

Competence 3: Understand the importance of working in partnership with unpaid carers /volunteers/significant others for the individual(s)he/she is supporting

Competence 4: Understand the basic forms of verbal/nonverbal communication and how to use these in his/her work

Competence 5: Understand why it is important to follow policies and procedures, legal frameworks and the aims and objectives of the organization he/she works for

Competence 6: Is able to constantly monitor his/her activities and he/she is able to apply critically assessment tools/methodologies such as internal and/or external supervision

³ Boccaletti F., Boccaletti L., Casu G., D'Angelo S. – Anziani e non solo soc. coop.

To check if he/she has these competences, the participant will have to answer to **18 Case scenarios**: short histories describing real situations that can happen to workers in the social sector. Each scenario has two possible answers, the participant has to choose what he/she would do in that situation.

It is important to make sure that the participant has understood that:

a) he/she will find some situations that refer to a sector he/she has never worked in before (e.g. he/she could find a situation about services for children while he/she has only ever worked with elderly people). This is done on purpose and he/she should try to answer all questions trying to put him/herself in the described situation.

b) in all scenarios, there is no “right or wrong” answer. Both the options are acceptable but only one of them refers to one of the six competences listed above.

SCORING CRITERIA: for each of the six skills, three scenarios are proposed. The skill is owned by the participant if he/she answers correctly to at least 2 out of 3 scenarios. A correction grid will be provided upon request.

2. Scenarios on common skills

3. Model for the certificate

APPENDIX 5 : ALLOCATION OF ECVET POINTS

MOU SUBSCRIBER'S SIGNATURE

Appendix 1 * Appendix 2

Place:

Date:

Name of the organisation:

Address of the organisation:

Country:

Telephone number:

Fax number:

E-mail:

Legal representative:

Stamp:

Signature:

MOU SUBSCRIBER'S SIGNATURE

Appendix 1 * Appendix 2 * Appendix 3 * Appendix 4

Place:

Date:

Name of the organisation:

Address of the organisation:

Country:

Telephone number:

Fax number:

E-mail:

Legal representative:

Stamp:

Signature:

MOU SUBSCRIBER'S SIGNATURE

[Appendix 1](#) * [Appendix 2](#) * [Appendix 3](#) * [Appendix 4](#) * [Appendix 5](#)

Place:

Date:

Name of the organisation:

Address of the organisation:

Country:

Telephone number:

Fax number:

E-mail:

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Stamp:

Signature:
