

Organizing mobility exchanges abroad

for learners within training centres in a network

This methodological guideline focuses on how to develop mobility exchanges abroad for learners within training centres in a network. It builds on the results of RECOMFOR project and aims at giving some hints for any VET provider who would like to organize mobility exchange abroad in a network in another context (other qualifications, other countries...).

1. Build a training centres database

Think about what type of info you will need regarding the TCs themselves, their training organisation and training quality assurance systems, e.g., which info do I need from another TC to get in contact, to know what they do and how they manage training quality, to choose a particular TC.

2. Make the information available

Where - Website, collaborative platform - and for whom? Remember that depending on your targets, information have to be displayed differently, e.g. what a TC need to know, it's different from what a learner or a competent body look for.

3. Build a relationship with one or several training centres

Get in contact; organise if possible a preparatory visit to meet the teaching team.

4. Compare the qualifications and the training curriculums

Think about what type of info you will need regarding the qualification(s) concerned by the network, the training organisation and the training curriculum of each TC and insure that each TC make these info available

- E.g., which info regarding a qualification(s) do I need to know to decide if it's ECVET friendly, compatible with mine and able to organise recognised mobility within?
- E.g., which info regarding each TC organisation and training curriculum do I need to know to decide if it's ECVET and mobility friendly?



5. Determine practical details (accommodation, financing...) and also pedagogical expectations (which training unit/module, learning outcomes..)

6. Define the role of each training centre (hosting and sending)

Think about designing and using quality charters that stipulate general quality assurance criteria that both training centres must meet; then, before a specific mobility exchange abroad clarify each TC role in a learning agreement.

7. Prepare the learner(s)

Remember that the learner(s) preparation should be made before the mobility exchange and should involve not only the learner(s) moving but also the welcoming learners. Welcoming learners also have a role to play in the successful integration of a foreign learner.

8. Use mobility tools

Think about designing and using mobility tools that, from an ECVET point of view, promote mutual trust, facilitate mobility and the transfer and recognition of learning outcomes achieved during mobility exchanges abroad. E.g. learning agreement, personal transcript of learning outcomes, EUROPASS mobility instruments.

→ Do:

- ★ *Agree on vocabulary to facilitate mutual understanding*
- ★ *Before you build your database, define the format to be used depending on how it will be made available and used. It must be easy to update and contain information that is relevant for everybody (excel file better than word...)*
- ★ *Start with a small numbers of TCs and learners*
- ★ *Be flexible, avoid preconceptions, be open to discussion. Remember cultural differences are Europe biggest richness!*

→ Don't:

- ★ *Hurry to gather info, think first about what's really useful*
- ★ *Be discouraged by apparent difficulties. There is always a solution!*

For more information, visit www.recomfor.eu
And in particular the
Training organization comparative guide