

# First steps to enable recognition and transfer of learning outcomes within a mobility network

This methodological guideline focuses on how to facilitate recognition and transfer of learning outcomes acquired during mobility experiences abroad, in the context of a European network.

It builds on the results of RECOMFOR project and aims at giving some hints for any VET provider who would like to give this opportunity to its learners and start getting prepared for ECVET implementation.

## 1. Identify common or comparable units of learning outcomes

Between the qualifications in different VET systems concerned. To set-up mobility leading to recognition of learning outcomes aimed at, there must be correspondences between qualifications – partly or fully. Learning outcomes will be the basis of your “common language”. Qualifications which are not unit-based will make the recognition and transfer process more difficult...

→ *Building together a reference shared by all participating countries to the network (or using an existing one) is the best start.*

## 2. Establish transparency regarding assessment process in each VET system

The key to mutual trust and transparency is to know each other and to know how others proceed. Getting to **know and understand assessment procedures and methods in the various VET systems** is a preliminary and compulsory step.

Which stake holder is responsible for designing, assessing or awarding qualifications? How is assessment organized along the learning process? Which are the standards?...

→ *A questionnaire can be a good way to proceed in order to collect information on VET systems*

## 3. Identify the requirements of each so that there is recognition by the country of origin

## 4. Involve competent institutions and define transfer mechanisms

“Competent institution” means an institution which is responsible for designing and awarding qualifications or recognising units or other functions linked to ECVET, such as allocation of ECVET points to qualifications and units, assessment, validation and recognition of Learning outcomes, under the rules and practices of participating countries. Depending on VET systems, it can be Ministries, Regions, Training centers...

→ *It is necessary to make sure competent institutions are involved since the very start. Without their support, recognition and transfer will not be possible.*

## 5. Build or use the appropriate tools

- A **Membership agreement** or **Memorandum of Understanding** signed by training centers or competent bodies to set the framework for credit transfer. It formalises the ECVET partnership by stating the mutual acceptance of the status and procedures of members involved and establishes procedures for cooperation.
- A **Learning Agreement** signed by sending and hosting training centers and trainee which sets out the conditions for a specific mobility period
- A **Personal transcript of records** containing information on learners' assessed Learning outcomes, units and ECVET points awarded.

### Remember that building such a process takes TIME!

Time to involve partners

Time for partners to know each other, understand their VET systems and build mutual trust

Time to set-up appropriate mechanisms

### More information on ECVET

- ★ [www.ecvet-team.eu](http://www.ecvet-team.eu) for support, events, contacts, workshops...



- ★ [www.ecvet-projects.eu](http://www.ecvet-projects.eu) for information about projects, good practices and much more → Get to know ECVET better and download “**ECVET questions and answers**”



- ★ [http://ec.europa.eu/education/index\\_en.htm](http://ec.europa.eu/education/index_en.htm) for official reference documents : lifelong learning programme, ECVET recommendations, European Qualification Framework...

For more information, visit  
[www.recomfor.eu](http://www.recomfor.eu)  
and in particular  
**ECVET guide on recognition and transfer**