



# Module 3 – Topic 1

## Internationalization abroad – Advanced level

Topic 1: Mobilities – Practical Arrangements /  
Before the mobility

# Organizing the mobility

- Obtaining the **grant**
- Start organizing the **mobility** (you must follow the plan submitted)
- Publication of **one call for each flow**, it may contain:
  - Explanation of the requirements for the application
  - Selection of criteria
  - Terms of mobility



# Selection process

## ○ Collection

- Applications
- CV (better the Europass)
- Motivational letters
- Language certificate (if they have)

## ○ Interviews

- Individual
- Groupal
- Groupal activities

Tip → better have some basic questions written down to ask to everyone



# Logistics management

- Establish **cooperation** and **communication** with the host to agree on the programme, procedures, documents, etc.
- **Accommodation** (if needed)
- **Travel**, how to reach the country, how to reach the final destination, local transports, schedules, etc...
  - *Tip → if the number of mobilities is too high you can work with a travel agency*
- **Mobility insurance** (if needed)
- **Meetings** with **participants** and **parents/tutors** (especially if they are minors)
- **VISA**, normally it is not needed but for the participants from outside the EU it can be necessary
  - *Tip → there are some agencies that can do it, or you can call the embassy to ask for the documents needed and information about how to do it*

# Documentation management

- Passport or valid ID card
- Student card
- European health insurance card or *private health insurance*
- If minor → *consent form + parental or tutor authorization*
- Medical form
- Agreement between the educational centre and the participant



# ECVET European Credit System for Vocational Education and Training

- **Technical framework** for the transfer, recognition and accumulation of individuals' learning outcomes with a view to achieving a qualification
- Intends to facilitate the recognition of learning outcomes in accordance with national legislation, in the framework of mobility, for the **purpose of achieving a qualification**.
- Complementary documents
  - Memorandum of Understanding
  - Learning Agreement
  - CV
- Tip → you can find some templates in the following link <https://www.ecvet-toolkit.eu/tools-examples-more/tools-examples-and-more>

# Memorandum of understanding

- Information about the partners
- General objectives
- Period of eligibility
- Information about the training programmes or qualifications concerned
- **General** agreement on the relevant parts of the qualifications that can be the object of the international training periods
- Agreement on responsibilities
- Quality assurance
- Assessment
- Validation and recognition of results
- Issuing of learners' personal transcript
- Signatures
- Annexes
- Further information about the partners
  - Background of the institutions
  - Organisation of training
  - Methods and context of training
  - Qualification of trainers
  - Assessment procedures

# Learning Agreement

- Specifies the **particular conditions** for an international training period of a specific learner and will be concluded between the relevant institutions
- **Information** about the **partners**
- **General objectives of the LA** – framework of the mobility phase
- **Period of international placement** covered by this LA
- **Contact and communication**
- **Competences of the person in training**
- **Competences to be developed** by the person in training during the international placement
- **Training plan, learning and/or working hours**
- **Assessment**
- **Issuing of learners' personal transcript**
- **Validation and recognition of results in the home country**
- **Signatures**
- **Annexes**



# Mobility tool

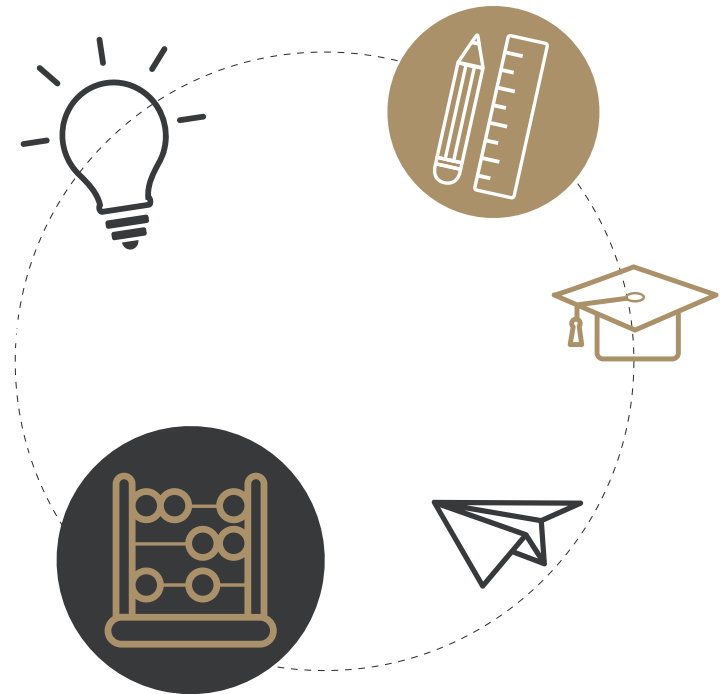
- You have to fill the **data required** in the tool **about the participants** (learners and professionals)
- Tip → here are some links that can help you to use this tool
  - <https://www.youtube.com/watch?v=vD5Uh1RCaMM>
  - <https://www.erasmusplus.org.uk/manage-your-grant>
  - <http://sepie.es/doc/mobility-toolmanual-usuario-es-13022015.pdf>
  - [http://sepie.es/doc/convocatoria/2018/guia\\_mobilitytool\\_KA229.pdf](http://sepie.es/doc/convocatoria/2018/guia_mobilitytool_KA229.pdf)

# Guidance

- Guidance to **become aware of mobility**.
  - What to expect
  - Difficulties that can appear
- Information about the **programme, project and mobility actions abroad**.
  - Detailed information
- Make sure they know what documents they have to take and which ones they have to make sign
  - Tip → if you give them a check list it will be easier they don't forget

# Empowerment

- Inform **participants** about **practical-logistical aspects**
- Inform **participants** about **most important personal / social skills to possess** in this mobility experience
- Give them tools to be able to solve daily life situations



# Linguistic preparation

- Help them to improve listening, comprehension and interaction skills with the foreign language
- Teach them **sectorial micro-language** to ensure good work capacity in the context of the hosting company.
- **OLS** → is a free online language learning platform designed for participants of the Erasmus+ and European Solidarity Corps programs. It is based on three sections
  - <https://erasmusplusols.eu>



# Professional preparation

- Customize the **technical preparation of participants** based on the internship program, learning plan and company profile for full integration into the host's work context.
- **Active participation** of the participants in the definition of the learning plan.
- Inform participants about **procedures** and **documentation**
  - participation contract, ECVET, Memorandum of Understanding, Learning Agreement, monitoring procedures, final report, etc

- **Health and safety regulations** in the workplace
- **Basic technical knowledge** and **most important skills** to possess in this mobility experience
- **Fundamental professional knowledge** and skills that are most important to possess in this mobility experience

# Socio-cultural preparation

- Expectations regarding **attitude** and **appearance** (appropriate and inappropriate in the destination country, work or school clothing regulations ...)
- Get used to **living and working in an intercultural environment**
- **Geographical and historical knowledge; customs and traditions; prejudices and stereotypes; participation and active citizenship**
  - prepare some activities about the country to know more





# from a rookie to an expert

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