

Guidance to ECVET for College tutors

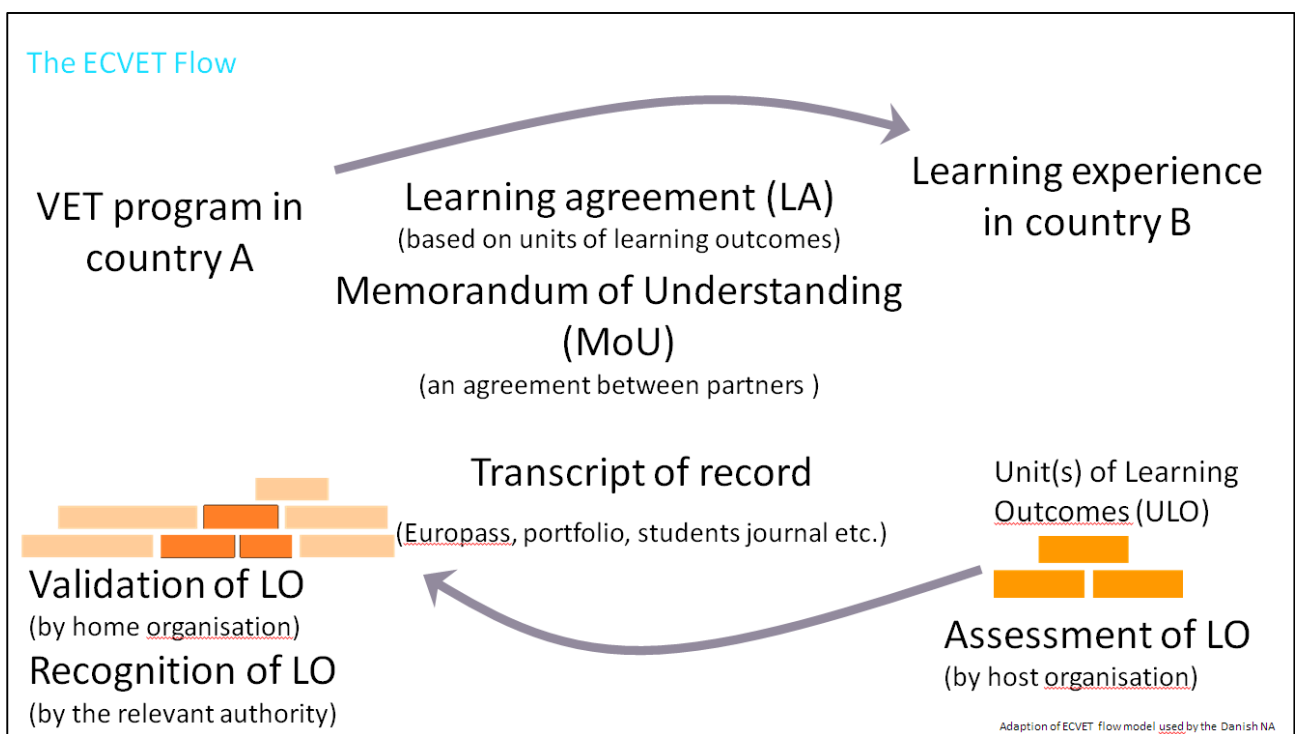
Annex 1 - Wider context of ECVET in VET colleges

The purpose of this annex is to support College tutors to consider the context of their engagement with ECVET as part of the wider internationalisation strategy of the College.

As a college tutor, you will be responsible for defining the expected learning outcomes that a learner(s) will achieve whilst on a mobility placement. This process is an important part of the overall ECVET flow, but still only one part of the overall ECVET flow.

In the context of mobility placements ECVET is a framework or toolkit that supports the identification realistic Units of Learning Outcomes that can be achieved and evidenced during a work placement in another country which makes it possible to integrate mobility activity into the learners' VET program with a higher degree of quality assurance.

Using the ECVET toolkit is a way of identifying and documenting what the learner achieves during their work placement. The ECVET toolkit is comprised of two official documents the MoU and LA and some principals on how to work units, assessment, validation and recognition of learning outcomes as shown in the diagram below.



In this annex we will focus on organisational level of the ECVET flow – the agreement between mobility partners or MoU - to give you a broader understanding of the context in which your definition of learning outcomes is included.

The first step for a College, when establishing a programme of mobility activity is to identify a rationale and decide what it hopes to achieve as a result of sending students abroad for mobility placement. It may be that the organisation wishes to give their

students an international dimension in their vocational education and training and at the same time provide a professional development opportunity to staff, for example.

The next step is to find the right partner or partners that can support the College to deliver these ambitions. This task can be particularly challenging if the College is new to the field of international mobility. It may be a good idea to start talking to National Erasmus+ Agency.

Once a potential partner has been found, it must be clarified if one fits together. First and foremost, it must be clarified in what areas of VET qualifications the foreign partner can provide internships, whether they are able to provide structured support to vocational learners whilst on placement and what, if any, knowledge they have about quality assurance of mobility placements.

Once you have established the basis for a working and sustainable partnership, the Memorandum of Understanding (MoU) can be introduced.¹

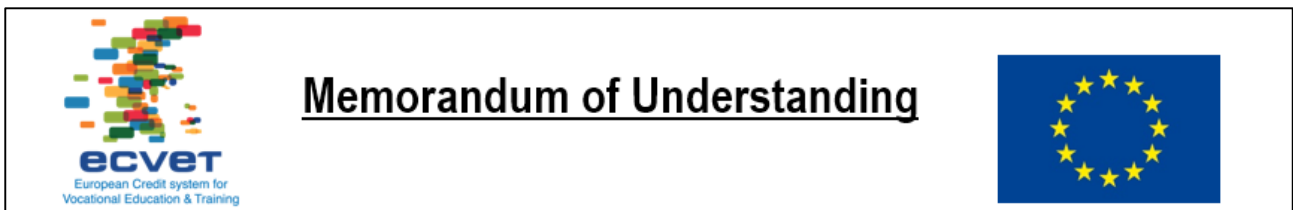


Figure 1 - In this annex we are referring to the official MoU template because this document is acknowledged by all ERASMUS+ countries

The MoU is the agreement between the partners in the mobility placement cooperation where the mobility partners laying down the overall framework for their cooperation e.g. cooperation arrangement and procedures for the mobility placements.

1. Objectives of the Memorandum of Understanding

2. Organisations signing the Memorandum of Understanding

¹ Please contact your National ERASMUS+ Agency for the MoU or follow this [link](#) for the 2018 version of the MoU

One way you can approach this work is to use the matrix below.

Responsibility \ Task	Sending organisation	Host organisation	Other (please define)
Define what documents e.g. Learning Agreement, assessment documents etc. that need to be fill out and signed and when (before, during or after the period abroad)			
Finding suitable placements			
Monitoring during the stay abroad			
Evaluation of the performed tasks after ended stay. Fill out and sign the assessment document			
Validation of the learning in the mobility placement			
Recognition of the learning in the mobility placement			
Evaluation of the whole cooperation between the partners			

The next step is to clarify which VET qualification(s) the MoU will cover. Because the vocational education and training programs are very different build up and organised throughout Europe therefore it is a good idea to find a common understanding of each other educations. One way to approach this task is to use the Europass Certificate Supplement² most countries have set up National inventories of Certificate Supplements where you can find descriptions of vocational education typically in a national language and English. Therefore it is also sensible to start a new collaboration within a limited number of qualifications, as experience tells us that it requires a lot of an organisation when first working together on an ECVET mobility activity. It is best to start small but realistic; it is always possible to extend cooperation at a later date.

4. The qualification(s) covered by this Memorandum of Understanding

When you have defined which qualifications you want to work with, the next step is to decide how you want to work with the learning content or learning outcomes in your mobility cooperation. The development of Units of Learning Outcomes (ULO) is

² <https://europass.cedefop.europa.eu/documents/european-skills-passport/certificate-supplement>

described in more detail in the main report [insert link] and in Annex 2 [insert link] and at this point in your mobility cooperation you should not define the unit of learning outcomes in detail but lay down the framework for working units of learning outcomes e.g. deciding on the template for describing units of learning outcomes. The work with the ULO will at the same time give at direction for the next step, your framework for assessment, documentation, validation and recognition.

The next step is to confirm that you discussed the procedures for assessment, documentation, validation and recognition in cooperation. It is a good investment to spend time on these procedures already when drafting the MoU, as assessment, documentation, validation and recognition are the main turning points to ensure that the student can be credited for his learning outcomes achieved through the mobility period.

5. Assessment, documentation, validation and recognition

[Fact box]Memorandum of Understanding (MoU)

- *Definition: "a framework agreement between partner organisations, from two or more countries, confirming cooperation arrangements and procedures. The MoU sets out the roles of the involved parties and details the conditions via which learning outcomes can be achieved, assessed and potentially transferred". (<http://www.ecvet-toolkit.eu/ecvet-toolkit/prepare-memorandum-understanding>)*
- Step-by-step:
 - Identify suitable partners abroad
 - Map the roles and responsibilities of each partner
 - Define periode of validity of the MoU
 - Outline the qualifications covered by the MoU
 - Agree on how you will work with Learning Outcomes
 - Decide the roles regarding assessment, documentation, validation and recognition
 - Outline the evaluation and review process
 - Sign the MoU
- **Good Advice:** When you have made a partnership then it is imported to set realistic goal because unfulfilled goals is a killer for the partnership. So build up your partnerships step by step.

You also need to define the validity period of the MoU will usually follow the length of the ERASMUS + KA1 project that are funding the mobility placements. Therefore, the MoU will normally have a length of one or two years. This also supports that there needs to be an evaluation of the cooperation.

6. Validity of this Memorandum of Understanding

As part of a MoU, you must lay down procedures for how the cooperation will be evaluated, as a minimum, you should be defining when and who will participate in this evaluation.

7. Evaluation and review process

Finally you need to sign the MoU and since a MoU is an agreement between two organisations, it is always preferable that it is the legal representative who is signing the MoU. This also gives the MoU a greater value if there were any problems with the cooperation or if there is going to be a change in staff.

8. Signatures

References to further reading on the subject

For further knowledge og information about ECVET and exampels on how to fill out and work the MoU and other ECVET document please follow the links below.

Homepages:

- www.ecvet-secretariat.eu/en
- <http://www.ecvet-toolkit.eu/>
- www.ecvet-toolkit.eu/ecvet-toolkit/prepare-memorandum-understanding
- www.ecvet-projects.eu/ToolBox/ToolBoxList.aspx?id=16&type=1

Other resources:

Video on the importance of the MoU provided by the ECVET Toolkit project – <https://youtu.be/VBg3gQHqoxA>

Webinar provided by the UK NA –

<https://www.youtube.com/playlist?list=PLq24jCC8AsjFGZX0qxME-0PULUfdVF9zp>

Because the implementation of Erasmus+ and of ECVET is not the same across Europe it is a good idea to consult your own national Erasmus+ agency in the following link you will find list of all national agencies - https://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_en