

Resource to support hosting organizations to engage with and implement ECVET process

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Introduction

The objective of this document is to provide a practical resource to help Hosting Organisations to understand the ECVET process and their role. The document sets out to explain first of all:

- the Hosting Organizations' role in the ECVET context;
- the Mentor's role in the ECVET context;
- the aim of the project and the method applied to achieve it.

The SEPLO partnership is comprised of five partners, based in 5 partner countries across Europe. We all have different experiences of organising transnational mobility placements for vocational learners, which contribute to their course of study in their home country. In SEPLO project, we all lead in a particular area of work: ALFMED provides this guide for HO's mentors.

The project aims to satisfy the perceived need of the Hosting Organizations to simplify and demystify the implementation of ECVET and encourage an active engagement with the framework.

What HOs need to know about ECVET

ECVET → “European Credit system for Vocational Education and Training”

The *European Credit system for Vocational Education and Training (ECVET)* is a technical framework for the transfer, recognition and (where appropriate) accumulation of individuals' learning outcomes with a view to achieving a qualification. It aims to give people greater control over their individual learning experiences and make it more attractive to move between different countries and different learning environments. The system aims to facilitate the **validation, recognition** and accumulation of work-related skills and knowledge acquired during a stay in another country. It should ensure that these experiences contribute to **vocational qualifications**. Qualifications are increasingly important for finding a job and essential for building a career.

A. What is the HO's role in the ECVET context?

- Be familiar with the philosophy of workplace training for vocational training students
- Guarantee job-related requirements
- Have available and qualified staff to host and assist the trainee during the work placement
- Appoint a mentor, i.e., somebody in charge of training the learner, undertaking the follow-up, supervising and assessing his or her performance during the stay

Host Organizations are usually contacted by **the coordinating organization of the host country** first. The coordinating organization in the host country provides support to potential and current host companies.

B. What is the HO Mentor's role in the ECVET context?

- The **HO mentor** offers guidance to the trainee. The trainee is advised to keep a record of daily activities and this will be evaluated and verified by the mentor
- The mentor's explanations should be comprehensive and detailed so that the shared knowledge and experience can be analyzed and understood in the greatest detail, and afterwards be summarized
- The mentor has a role during all three phases of the mobility: before mobility (planning and preparation), during mobility (implementation and follow-up) and after mobility (evaluation)
- in the first phase **the coordinating organization in the host country** contacts the host company and / or mentor who will manage the traineeship

Role of the mentor before the mobility

- 1] Makes himself familiar with expected **Learning Outcomes**, the **Learning Agreement** and documents of the trainee. Signs the **Learning Agreement**.
- 2] Develops a specific work plan and / or working project for the trainee and discusses this plan with his colleagues. Considers needs of the trainee as well as needs of the operational work in his company.
- 3] Prepares and facilitates a “work space” for the traineeship

Role of the mentor during the mobility

- 1] Stays in contact with the **coordinating organization in the host country** to give feedback on the traineeship
- 2] Supports the trainee on the work place: explains the tasks, sets up the timeframe for fulfilling the given tasks and controls their implementation

Role of the mentor after the mobility

- 1] His **assessment** and **evaluation** of **Learning Outcomes** is the basis for the reviewing process for improvement of future mobilities. His critical feedback and ideas for improvement are a valuable source for the review process
- 2] Is responsible for the quality of assessed and documented Learning Outcomes, as a basis for validation and recognition in relation to the trainee's qualification

Who is involved in ECVET?

- Acquiring intercultural skills
- Learning about work and living habits of other countries
- Establishing contacts abroad, e.g. to explore new markets and meet other techniques thanks to the trainees
- Gaining good trainees and skilled workers
- Guaranteeing international competences in the workforce
- Increasing the attractiveness to customers and professionals by internationalization
- Familiarizing with foreign techniques, sharing cultural experiences
- Exchanging good professional practices

SEPLO aims and method

In the SEPLO project, we take very seriously the role of HO mentors. In order to fulfill IO5 tool, we:

- ➔ designed a **survey for research** addressed to HO mentors, to be carried out at national level by each partner;
- ➔ collected data through a **Google Form**;
- ➔ got **27 questionnaires**, filled in 5 countries;
- ➔ **categorized the answers** in an Excel file;
- ➔ **analyzed the results** through graphs and statistics;
- ➔ presented most relevant data in order to gain the general trend and **highlight hotspots**;
- ➔ discussed about **possible solutions** to improve the ECVET mobilities and to facilitate the mentors' work.

Our goals: why we did it

- ➔ to become aware of **mentors' needs and priorities**;
- ➔ to **simplify** the work of mentors and HOs dealing with trainees **before and after** their arrival;
- ➔ to increase the **knowledge** of mentors and HOs **about ECVET Mobility and European transparency instruments** (ex. Europass CV, Europass Mobility);
- ➔ to **inform** the design of an **interactive resource for HOs** to support them to better understand ECVET and their role within it and effectively contribute to the ECVET process
- ➔ to **promote ECVET** and encourage more HOs to participate for the first time or get involved in more ECVET mobilities.

Recommendations

- **Select a Mentor** with foreign language / intercultural skills to help overcome communication problems with the trainee
- **Plan the internship** before it starts: preparation and tasks
- **Make sure to receive** the student's CV, the school's pedagogical plan, the trainee's list of competences and tasks to be performed
- **Make sure to sign** the documents related to the assessment methods before the internship starts
- **Make sure to know** what [Europass Mobility](#) is about and [Europass CV](#) looks like

Glossary

LEARNING AGREEMENT (LA): it is a contract issued and signed by the school, the hosting company and the learner. It clarifies all the details of the internship, the mutual commitment and the intern's objectives (namely, the Learning Outcomes = LOs).

In particular, the LA provides information about:

- Partners involved (such as VET providers in the home and host country as well as any intermediary organization) and the VET learner
- Duration of the training period abroad
- Qualification being prepared by the learner - including information on where the learner is in his learning pathway (current status of acquired knowledge, skills and competence);
- Learning Outcomes to be achieved during mobility

LEARNING OUTCOMES (LOs): pedagogical objectives that are defined by the Home country School according to the National Diploma that the participant is taking. These LOs can be selected by both the school and the HO mentor to make sure they can be achieved during the internship.

"Learning Outcomes" means statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence (EQF).

EVALUATION GRID: the document allowing the HO to assess the Learning Outcomes achieved through the internship tasks.

EUROPASS MOBILITY: the standard document in use throughout Europe which formally records details of the skills and competences acquired by a trainee during the Mobility.

EUROPASS CV: a CV with a standardized structure that offers a clear profile of the intern: education, languages spoken, past experiences through work/internships/extra-curricular activities, digital competences, communication skills, photo, personal data

SENDING ORGANIZATION: a company, an organisation or a school which trains the learner beneficiary of an Erasmus grant and sends him/her abroad.

HOST ORGANISATION: a company, an organisation or an institution which hosts and trains the learner during the workplace training.

COORDINATING ORGANIZATION IN SENDING COUNTRY: an organization which gathers the demand for international workplace training from Vocational schools and companies in the sending country.

COORDINATING ORGANIZATION IN HOST COUNTRY: an organization which receives trainees for international workplace training from the coordinating organization in the sending country. The coordinating organization acts as a connecting thread on the development of the whole workplace training experience by conducting continuous monitoring, evaluation and follow-up. It can be public, semi-public or private organisation.

The coordinating organization in the host country provides support to potential and current host companies. After receiving the request of the sending organisation, they analyse the trainees' CVs, his profile and expectations and search for the best match host company and work placement for the trainee. They recruit, train and assist HOs and their mentors who are willing to host international trainees.

HOST ORGANIZATION MENTOR: the person appointed to guide, train and assess the trainee during the workplace training in the host organization.