

# Key Actions Checklist: What-Who-How-Documentation

ECVET- related issues	Building Partnerships	ECVET Before Mobility		ECVET During Mobility	ECVET After Mobility	
What?	<ul style="list-style-type: none"> <li>• Building a Partnership for ECVET mobility.</li> </ul>	<ul style="list-style-type: none"> <li>• Formalising a partnership for ECVET mobility.</li> </ul>	<ul style="list-style-type: none"> <li>• Defining the conditions for the mobility of each individual learner.</li> </ul>	<ul style="list-style-type: none"> <li>• Actual training period abroad.</li> <li>• Assessing and documenting knowledge, skills and competence acquired by the mobile learner.</li> </ul>	<ul style="list-style-type: none"> <li>• Verifying that all formal requirements, as well as the stipulations stated in the LA, have been met;</li> <li>• Validating and recognising learners' credit.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing the process and results of individual mobility.</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Identifying suitable partners abroad and exchanging information.</li> <li>• Involving competent institutions in both the sending and receiving countries (national and international partners).</li> <li>• Mapping the roles and responsibilities of each partner in the sending and receiving countries.</li> </ul>	<ul style="list-style-type: none"> <li>• Analysing qualification(s) and learning opportunities abroad.</li> <li>• Identifying [units of] learning outcomes to be acquired during mobility, agreeing on the assessment procedures and how learning achievements will be documented, specifying the roles of partners involved and under which conditions credits can be transferred (validation and recognition).</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing the LA including information about:                             <ul style="list-style-type: none"> <li>- Unit(s)/groups of learning outcomes the learner will achieve abroad.</li> <li>- How and when these will be assessed.</li> <li>- How the unit(s) will be recognised.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Learners participate in learning activities in the hosting organisation relevant to the unit(s) they are preparing.</li> <li>• Learners demonstrate their achievement of the required learning outcomes in an assessment process as specified in the MoU/LA</li> <li>• Assessment organisations document the assessment results.</li> </ul>	<ul style="list-style-type: none"> <li>• Comparing the documentation of the learning outcomes assessed by the host organisation with what has been agreed in the LA.</li> <li>• Awarding unit(s) or qualification.</li> <li>• Implementing practical implications agreed beforehand (for example, the learner is exempted from certain learning activities, does not have to retake exams, or acquires extra credits).</li> </ul>	<ul style="list-style-type: none"> <li>• Reflecting on the entire process in order to identify any necessary adaptations. For example:                             <ul style="list-style-type: none"> <li>- Consider whether the learning outcomes agreed for the mobility phase were appropriate.</li> <li>- Consider whether the documentation of the assessment abroad provides sufficient evidence for recognition.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>Gaining and maintaining the trust of these partners.</li> </ul>	<ul style="list-style-type: none"> <li>Involving and seeking the approval of relevant national (and sectoral) partners having responsibility for different ECVET functions and at the appropriate level of qualifications.</li> </ul>				
Who?	Sending organisation alongside relevant national and international partners.	Competent institutions in home and host countries.	Sending and hosting organisations and the mobile learner.	Hosting organisation and the mobile learner.	<ul style="list-style-type: none"> <li>Validation: sending organisation.</li> <li>Recognition: sending organisation or any other competent institution, if appropriate.</li> </ul>	Sending and hosting organisations and the mobile learner.
Documentation	Information about the partners - for example, partner profile, Europass Certificate Supplements, description of VET systems in the partner countries.	Memorandum of Understanding (MoU).	Learning Agreement (LA) in the framework of a MoU.	<ul style="list-style-type: none"> <li>Assessment sheet</li> <li>Learners' Personal Transcript</li> </ul>	For example, database of learners' achievements, certificate or any other document attesting validated and recognised knowledge, skills and competence.	Evaluation sheets and action plan for implementing changes.