

TABLE OF CONTENTS

1. WHAT IS EUROPASS MOBILITY: INTRODUCTION	1
1.1. Definition of Europass Mobility	1
1.2. Responsibility of partner organisations (sending and host partners).....	1
1.3. Procedure for issuing a Europass Mobility document (role of the host partner)	1
1.4. Choice of languages	1
1.5. Support.....	1
2. DETAILED INSTRUCTIONS FOR FILLING IN THE EUROPASS MOBILITY DOCUMENT: FOR HOST PARTNER	2
2.1. Check the data already entered	2
2.2. Enter the data in the table 5.a 'Skills and competences acquired during the Europass Mobility experience'	2
2.3. Print, stamp and sign	4
2.4. Once completed, the Europass Mobility document shall be returned to the sending partner.....	4



1. WHAT IS EUROPASS MOBILITY: INTRODUCTION

1.1. DEFINITION OF EUROPASS MOBILITY

Europass Mobility is a standard document in use throughout Europe which formally records details of the skills and competences acquired by an individual – of whatever age, educational level and occupational status – during a period of mobility in another European country (European Union/EFTA/EEA and candidate countries).

1.2. RESPONSIBILITY OF PARTNER ORGANISATIONS (SENDING AND HOST PARTNERS)

Europass Mobility involves a partnership between the organisation sending the holder of the Europass Mobility (sending partner) and the organisation hosting the holder of the Europass Mobility abroad (host partner). Both organisations agree in writing on the purposes or contents, objectives, duration, methods and monitoring of the Europass Mobility experience. The Europass Mobility is completed by both of them.

1.3. PROCEDURE FOR ISSUING A EUROPASS MOBILITY DOCUMENT (ROLE OF THE HOST PARTNER)

- Fills in Table 5.a 'Description of skills and competences acquired during the Europass Mobility experience' (e.g. in the case of job placement or experience in non-formal settings);
- stamps and/or signs the Europass Mobility;
- sends back the completed Europass Mobility to the sending partner.

1.4. CHOICE OF LANGUAGES

The Europass Mobility is completed in one or more language(s) agreed between sending and host partners and the person concerned. Table 5.a is filled in by the host partner, normally in the language of the host country. Citizens awarded a Europass Mobility document are entitled to ask for a translation of the whole document in one of the languages of the sending and host partners or a third, widely spoken language. Where a third language is requested, the responsibility for translation rests with the sending partner.

1.5. SUPPORT

For more information on the Europass Mobility initiative, consult <http://europass.cedefop.europa.eu> or national Europass Centre in your country.

2. DETAILED INSTRUCTIONS FOR FILLING IN THE EUROPASS MOBILITY DOCUMENT: FOR HOST PARTNER

2.1. CHECK THE DATA ALREADY ENTERED

Check the name and address of the host partner, the surname(s) and first name(s) of the reference person or mentor as well as his/her title or position, and his/her contacts, if possibly also:

- add a type of your institution (training body, company, school, NGO, etc., if relevant faculty/department);
- take particular attention that there is also the country/regional code in the telephone number, e.g.

HOST PARTNER (organisation receiving the holder of the Europass Mobility document in the host country)	
Name, type (if relevant faculty/department) and address	Stamp and/or signature
(*) Palermo Multimedia Non-governmental organization 213 Via Giovanni I-123546 Palermo	(*)
Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)	Title/position
(*) GIULIANO Marco	Head of technical development
Telephone	E-mail
39 (91) 12 34 56	mguiliano@bravo.it
<i>NB: This table is not valid without the stamps of the two partner organisations and/or the signatures of the two reference persons/mentors. Headings marked with an asterisk are mandatory.</i>	

If you decide not to put the contact data (telephone and e-mail), you may delete the whole row:

Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)	Title/position
(*) GIULIANO Marco	Head of technical development
Telephone	E-mail
39 (91) 12 34 56	mguiliano@bravo.it
<i>NB: This table is not valid without the stamps of the two partner organisations and/or the signatures of the two reference persons/mentors. Headings marked with an asterisk are mandatory.</i>	

2.2. ENTER DATA IN THE TABLE 5.A 'SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE'

The description of skills and knowledge must reflect accurately the added value of the experience, for example any progress made, level of competence reached and, if relevant, assessment and/or tests carried out. The description must be detailed enough (so that could be used also for validation as part of a formal training initiative). Headings marked with an asterisk(*) are mandatory. Other headings (fields) which have not been filled should be deleted (removed). This table is not valid without the signatures of the reference person/mentor and holder of the Europass Mobility.

For example:

Activities/tasks carried out

(*)

- guest reception at the desk top of the hotel;
 - management of orders sent by Italian customers;
 - translation of shorter texts from German and French into English
- or
- development of a software for archiving ancient documents in electronic form

Job-related skills and competences acquired

Managing editing flows (publication of one issue of the magazine *Globe-Transfer* (quarterly, 25 pages, full colour):

- contact graphic designer;
- check production flow;
- perform quality control (editing).

or

Managing a domestic electric installation (three weeks):

- plan the resources needed;
- order the material required;
- interpret schematic diagrams and flow charts;
- install and test wiring systems for lighting and power distribution;
- complete job-related documentation;

The finished installation was checked by the mentor; records of the assessment show a good command of professional skills.

Language skills and competences acquired (if not included under 'Job-related skills and competences')

Communicating with Italian contractors and authors; clear improvement of level of Italian language: at the end of placement, excellent level of communication; processing of orders from Italian-speaking customers.

or

Answering customers' phone calls in German:

- welcome customers;
- record requests;
- redirect callers to relevant contact persons.

Computer skills and competences acquired (if not included under 'Job-related skills and competences')

Using MSOffice™ tools for processing documents:

- record and manage electronic documents;
- organise archives;
- numbering documents.

or

Processing pictures using Photoshop™. At the end of the placement, designing and producing a series of covers under the supervision of the mentor.

Organisational skills and competences acquired

Good capacity in organising the tasks carried out during the placement:

- identify priorities;
- manage efficiently relations with other members of the team.

Social skills and competences acquired

Excellent communication skills in daily contact with customers;

- good knowledge of corporate practices for dealing with customers' requests;
- fits in well with members of the team.

Other skills and competences acquired

In the framework of extra-curricular activities: basic first aid training (15 hours) organised by the Red Cross.

2.3. PRINT, STAMP AND SIGN

After printing out the document, put stamp of the host institution and/or signature of the reference person or mentor TWICE (on the second page and on the third page), e.g.:

(*) Stamp and/or signature

[Stamp]

and

Date	Signature of the mentor	Signature of the holder
21 06 2004 (*)	(*) [Signature]	(*) [Signature]
(*) dd mm yyyy		

*NB : This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility.
Headings marked with an asterisk are mandatory*

They are both mandatory.

2.4. Once completed, the Europass Mobility document shall be returned to the sending partner

Afterwards, the sending partner

- if requested, translates tables 4 and/or 5.a/5.b into the language of the holder;
- issues the Europass Mobility document to the holder in both paper and/or electronic (non editable) form;
- ensures that the document is appropriately filed, in conformity with the procedure defined by the National Europass Centre in its country.

More questions? Contact national Europass Center in your country!

