

Definition of Europass Mobility

Europass Mobility is an 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).

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, as well as on the language(s) to be used to fill in the Europass Mobility document (see below 'Choice of languages'). The Europass Mobility is completed by the sending and host partners of the mobility project.

PROCEDURE FOR ISSUING A EUROPASS MOBILITY DOCUMENT - ROLE OF THE HOST OPARTNER

(1) The host partner

(a) fills in either:

- 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);

or:

- Table 5.b 'Record of courses completed and individual grades/marks/credits obtained' if the Europass Mobility experience is organised in the framework of a formal education or training initiative (e.g. Erasmus or student exchange programme) using a credit transfer system such as ECTS;

(b) stamps and/or signs the Europass Mobility;

(c) sends back the completed Europass Mobility to the sending partner.

Choice of languages

The Europass Mobility is completed in one or more language(s) agreed between sending and host partners and the person concerned.

Tables 5.a/5.b are 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.

Support

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

DETAILED INSTRUCTIONS FOR FILLING IN THE EUROPASS MOBILITY DOCUMENT FOR HOST PARTNER

HOST PARTNER (organisation receiving the holder of the Europass Mobility document in the host country)

Headings (17) to (22) give detailed information on the organisation hosting the holder of the Europass Mobility.

(17) Name, status (if relevant faculty/department) and address of organisation (mandatory)

Specify name, type (training body, company, school, NGO, etc.) (if relevant faculty/department) and address of the host partner, e.g.:

HOST PARTNER (organisation responsible for the I	
	Name, type (if relevant faculty/department) and address
(17) (*)	<div style="border: 1px solid black; padding: 5px;"> Palermo Multimedia Ltd 213 Via Giovanni I-123546 Palermo </div>

(18) Stamp and signature (mandatory)

Put stamp of the host institution and/or signature of the reference person or mentor, e.g.:

Stamp and/or signature	
(18) (*)	<div style="border: 1px solid black; width: 80%; margin: auto; height: 40px; display: flex; align-items: center; justify-content: center;"> [Stamp] </div>

(19) Surname(s) and first name(s) of reference person/mentor (mandatory)

Insert surname(s) and first name(s) of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)	
(19) (*)	<div style="border: 1px solid black; padding: 5px;"> GIULIANO Marco </div>
<i>Surname(s) and first name(s)</i>	

(20) Title/position (optional)

Specify title or position of the reference person or mentor, e.g.:

Title/position	
(20)	<div style="border: 1px solid black; padding: 5px;"> Head of technical development </div>

(21) Telephone (optional)

Specify telephone number of the reference person or mentor, including country/regional code, e.g.:

Telephone	
(21)	<div style="border: 1px solid black; padding: 5px;"> 39 (91) 12 34 56 </div>
<i>NB : This table is not valid without the stamps of the Headings marked with an</i>	

(22) E-mail (optional)

Specify e-mail address of the reference person or mentor, e.g.:

(22)	E-mail mguiliano@bravo.it
and / or the signatures of the two reference persons / mentors	

NB : Headings marked with an asterisk are mandatory.

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 for validation as part of a formal training initiative.

Headings marked with an asterisk() are mandatory. When left empty, headings (29a) to (34a) should be deleted.*

This table is not valid without the signatures of the reference person/mentor and holder of the Europass Mobility.

Any field which has not been completed shall be removed.

(29a) Activities/tasks carried out during the Europass Mobility experience (mandatory)

Describe the activities/tasks carried out during the Europass Mobility experience, e.g.:

5.a DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE (No)	
(29a) (*)	<p>Activities/tasks carried out</p> <ul style="list-style-type: none">- guest reception at the desk top of the hotel; or- management of orders sent by Italian customers; or- inventory of books in English language or- translation of texts from German and French into English or- development of a software for archiving ancient documents in electronic form

(30a) Job-related skills and competences acquired (optional)

Describe the technical or job-related skills and competences acquired, specifying the progress noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(30a)	<p>Job-related skills and competences acquired</p> <p>Managing editing flows (publication of one issue of the magazine <i>Globe-Transfer</i> (quarterly, 25 pages, full colour):</p> <ul style="list-style-type: none">- contact graphic designer;- check production flow;- perform quality control (editing). <p>or</p> <p>Managing a domestic electric installation (three weeks):</p> <ul style="list-style-type: none">- 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; <p>The finished installation was checked by the mentor; records of the assessment show a good command of professional skills.</p>
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(31a) Language skills and competences acquired (optional)

Describe the language skills and competences acquired, specifying if relevant the progression noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

Language skills and competences acquired (if not included under 'Job-related skills and competences')	
(31a)	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.

You can also use the six-level scale of the common European framework of reference for languages developed by the Council of Europe. This scale has six levels for listening, reading, spoken interaction, spoken production and writing. The six levels are:

- basic user (levels A1 and A2);
- independent user (levels B1 and B2);
- proficient user (levels C1 and C2).

Example:

Language skills and competences acquired (if not included under 'Job-related skills and competences')	
(31a)	Italian: - Spoken interaction: proficient user (level C1) - Spoken production: independent user (level B2)

The complete self-assessment grid can be accessed from the Council of Europe website under http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html

(32a) Computer skills and competences acquired (optional)

Describe the computer skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

Computer skills and competences acquired (if not included under 'Job-related skills and competences')	
(32a)	Using MSOffice™ tools for processing documents: - record and manage electronic documents; - organise archives; - number documents. or Managing the electronic mail system of the unit: - act as webmaster; - dispatch e-mails to relevant experts; or Processing pictures using Photoshop™. At the end of the placement, designing and producing a series of covers under the supervision of the mentor.

(33a) Organisational skills and competences acquired (optional)

Describe the organisational skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

Organisational skills and competences acquired
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(33a)	Good capacity in organising the tasks carried out during the placement: <ul style="list-style-type: none"> - identify priorities; - manage efficiently relations with other members of the team.
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(34a) Social skills and competences acquired (optional)

Describe the social skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(34a)	Social skills and competences acquired Excellent communication skills in daily contact with customers; <ul style="list-style-type: none"> - good knowledge of corporate practices for dealing with customers' requests; - fits in well with members of the team.
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(35a) Other skills and competences acquired (optional)

Describe the other skills and competences acquired, and not covered by above headings (e.g. extra curricular activities, etc.), e.g.:

(35a)	Other skills and competences acquired In the framework of extra-curricular activities: basic first aid training (15 hours) organised by the Red Cross. Certificate of competence obtained at the end of the training
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(36a - 38a) Date and signatures (mandatory)

Specify the date on which Table 5.a was completed; this table is not valid without the signatures of the mentor and holder of the Europass Mobility.

Date	Signature of the mentor	Signature of the holder						
<table border="1" style="display: inline-table;"> <tr> <td style="width: 33px; text-align: center;">21</td> <td style="width: 33px; text-align: center;">06</td> <td style="width: 33px; text-align: center;">2004</td> </tr> <tr> <td style="text-align: center;"><small>dd</small></td> <td style="text-align: center;"><small>mm</small></td> <td style="text-align: center;"><small>yyyy</small></td> </tr> </table>	21	06	2004	<small>dd</small>	<small>mm</small>	<small>yyyy</small>	(37a) (*) <div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">[Signature]</div>	(38a) (*) <div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">[Signature]</div>
21	06	2004						
<small>dd</small>	<small>mm</small>	<small>yyyy</small>						
<i>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</i>								

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

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