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Mobility Procedure, Memorandum of Understanding, Learning Agreement In The Context of VQTS

Using the VQTS model in mobility projects provides the basis for validating and recognising competences acquired internationally. Since developing Competence Profiles and Competence Profile Certificates play an essential part in this procedure, one should learn about these elements before starting with the mobility procedure.

The Mobility Procedure

The mobility procedure described in the Final Report is structured into four phases:

- *Preliminary phase*: establishment of partnerships between competent bodies/institutions and development of a Memorandum of Understanding (MoU);
- *Preparation phase*: conclusion of a Learning Agreement (LA) in the framework of a MoU;
- *Implementation phase*: training period (VET placement) abroad;
- *Final phase*: follow-up of the VET placement abroad.

The mobility procedure

- describes the planning and the organisational steps necessary for an international VET placement when using the VQTS model,
- provides recommendations concerning the most important issues that should be considered by the various partner of mobility projects
- offers additional information and recommendations concerning e.g. the length of a mobility period, necessary requirements for a successful international training period, the institutional, regional or national legal aspects in context of mobility

The mobility procedure describes only the most important aspects of the process. Several initiatives and projects have developed approaches, guidelines and supporting instruments for international VET placements.

Memorandum of Understanding (MoU)

The MoU is a voluntary partnership agreement in which conditions for an international VET placement are concluded between ‘competent bodies’ from different countries. In this agreement:

- status of the participating organisations as competent institutions, quality insurance, assessment, validation and recognition criteria and procedures for the purpose of transferring credits at the end of a training period abroad are accepted
- the general conditions such as objectives and duration, the use the VQTS model for the comparability of qualifications concerned for the purpose of credit transfer and identification of other actors and further institutions that may be involved are agreed.

The MoU contains following elements:

- a. General objectives of the MoU
- b. Period of eligibility of the MoU
- c. Information about the partners
- d. Information about the training programmes (including Competence Profile Certificate[s] of the Organisational Profile[s])
- e. General agreement on the relevant part(s) of competence development during international training periods
- f. Responsibilities
- g. Quality assurance
- h. Assessment
- i. Updating the Competence Profile Certificate
- j. Validation and recognition
- k. Signatures
- l. Annexes

The MoU should be formulated before the international VET placements. To be able to establish such an agreement, sufficient information must be made available to the partners involved.

Learning Agreement (LA)

A Learning Agreement is concluded by the authorised institutions (for example, training providers in the home and hosting country or other competent body), in the framework of a MoU, and a specific mobile learner. It should specify the particular conditions for an international training period (mobility project), such as the information about the person in training, duration of the mobility period and the learning outcomes expected to be achieved or competences to be developed and the associated credit points. Sufficient information should be provided about the competences already acquired by the person in training.

The LA contains following elements:

- a. General objectives of the LA
- b. Information about the partners
- c. Period of international placement covered by this LA
- d. Contact and communication
- e. Competences of the person in training (including Competence Profile Certificate of the Individual Profile)
- f. Competences to be developed by the person in training during the international placement
- g. Catch up on missing competences
- h. Signatures
- i. Annexes