Introduction

This document provides essential information and guidance for users of the Europass Mobility template for individual learning mobilities.

What is Europass Mobility?

Europass Mobility allows for the preparation and certification of outcomes of learning mobilities abroad through the use of standardized templates. Europass Mobility is designed for use in any learning mobility context, including formal, non-formal and informal learning. In Erasmus+, Europass Mobility will become the standard template for preparing and documenting learning outcomes.

Why Europass Mobility?

The revised template makes it possible to use Europass standards throughout the whole cycle of mobility activities, from preparation to follow-up. It serves different purposes, among them:

- It is an effective pedagogical tool that e.g. helps individuals recognize and understand better their learning, skills and expectations towards them for a mobility period abroad.
- A good Europass Mobility can be an important document for individuals' career, certifying not only the completed mobility period abroad, but also documenting the learning outcomes achieved.
- Producing a Europass Mobility serves as a process to bring together different actors to reflect on and improve the quality of a mobility period.

Who is responsible for filling in the Europass Mobility document?

The document is filled in as a collaboration between the sending and hosting organisations as well as the participant in the mobility activity. Depending on the educational system as well as the setup and administrative management of the mobility activity, one of the organisations may be required to take a leading role in this process. It is essential to clarify roles of the different actors in the preparation of the document at the different stages.

What is the difference between pre- and post-mobility documents?

The pre-mobility version of Europass Mobility serves as a learning agreement. It states the agreement between sending and hosting organisations as well as the participant on expected learning outcomes, mentoring, evaluation, contact details, etc. and thus ensures the quality of the mobility. It can thus be a rather long document including many details the parties want to agree upon.

In the post-mobility version, the document certifies the completed mobility period abroad and the achieved learning outcomes. Relevant fields may be updated based on the pre-mobility agreement. Many additional sections may or even have to be removed due to their lack of relevance post-mobility.

Can the Europass Mobility template be used only for post-mobility?

Yes, absolutely. The Europass Mobility can be used after the mobility to record achieved learning outcomes. However, we recommend the use of a pre-mobility document for smoother management of learning mobility activities.

Filling in the template

All items in the template are mandatory unless indicated otherwise in the guidance below. Please remove all sections/lines left blank/not needed to keep the document short and concise. Before finalising the template, you should remove all instructions indicated in square brackets and highlighted in grey colour.

ITEM	EXPLANATION AND APPLICABILITY RULES
HEADER	The header consists of ▪Europass Mobility ▪Learning agreement – only in the pre-mobility version, to be removed in the post-mobility version ▪Europass Mobility Number – Number generated by Beneficiary Module for Erasmus+ participants, issued by NECs for all other users.
FIRST NAME(S) AND LAST NAME(S)	The first and last name(s) of the participant
PROGRAMME AND ACTIVITY TYPE / TITLE	The title of the document should be constructed by combining the name of the mobility programme and the type or brief title of the activity.

	Mobility programme: If the activity has been funded through a specific programme, organised as part of a wider scheme or organised by non-profit or for-profit organisations, mention it here. For example: Erasmus+, European Solidarity Corps, Nordplus, bi-lateral youth offices (e.g. French-German Youth Office), national funding programmes (private or civil society scholarships, etc.) The activity type is obligatory if Mobility programme = Erasmus+. Typology must follow the Erasmus+ Programme Guide. Other programmes may follow the Erasmus+ typology or use their own typology, e.g. a brief title of the activity. For example: *Erasmus+ Long-term learning mobility of VET learners (ErasmusPro)* *Erasmus+ Job shadowing* *European Solidarity Corps – Solidarity Project* *Office Franco-Allemand Pour la Jeunesse/Deutsch-Französisches Jugendwerk – Rencontre trinationale / Trilaterale Begegnung* *Nordplus – Study visit*
START AND END DATE	The dates on which the mobility activity start and ends. Travel days should be excluded. Format Day/Month/Year, e.g. 30/10/2023 – 07/11/2023
STATUS AT THE SENDING ORGANISATION (LEARNING PROGRAMME OR JOB TITLE)	In case of learner participants: Specify the education or training programme that the participant has been enrolled in at the sending organisation when departing for the mobility activity. If relevant, include the school year / grade, expected qualification after graduation and the corresponding level in the European Qualifications Framework and the National Qualifications Framework. More information about the EQF is available here: https://europa.eu/europass/en/description-eight-eqf-levels In case of staff participants: Specify their job title at the sending organisation (e.g. biology teacher, trainer for mechatronics, vice-principal, etc.). For participants who are not enrolled in a formal learning programme, please indicate their learner status (e.g. recent VET graduate, youth participant, learner in adult education).
HOST ORGANISATION(S)	As a minimum, you must define one host organisation. If there were other host organisations involved (e.g. in activities where both a school and a company are hosting the participant), you can list them under the same item (no need to copy additional lines). In that case, make sure to list the main host first.
HOST COUNTRY AND CITY	The country and city where the activity took place. If more than one location was used, you can list them all in order of importance.
HOST'S EMAIL / PHONE	Provide an email and/or phone number that is not protected under data privacy rules. For example, this can be the host organisation's official e-mail. The purpose of the contact is to be used by employers or other organisation seeking to verify the information in the document.
FIELD	Select from the available options in the template. Field refers to the context of the activity, e.g. youth exchanges, volunteering, or specific education and training fields.
MODE	Select from the available options in the template. 'Blended mobility activities' are a combination of physical and virtual (online) elements.

When completing the next sections, please keep the information clear and simple enough to be understood by all parties (especially if learners are involved). Because the agreement is likely to be written in a language that is not the main language of everyone involved, we recommend using short and direct sentences or bullet points.

Learning outcomes

A list of learning outcomes must be included in every Europass Mobility document, whether it is created at pre-mobility or post-mobility stage. You can choose between several options or combine between them to complete this section.

A. The European key competence framework for lifelong learning – recommended as the EU standard that is easily applicable to define outcomes in any formal, informal and non-formal learning context.

B. European Skills, Competences, and Occupations (ESCO) classification describes and systematises professional occupations and skills relevant for the EU labour market and education and training area. Particularly useful for mobility activities with a strong vocational or professional dimension. Also, ESCO knowledge concepts can be used. Next to job-specific skills, ESCO includes transversal skills. You can also make use of the related tools for Linking learning outcomes of qualifications with ESCO skills.

C. Free text, or another competence framework of your choice, such as the Council of Europe Reference Framework of Competences for Democratic Culture, OECD PISA Global competence and Collaborative Problem Solving frameworks, UNESCO Intercultural competences framework, etc. Other competence frameworks, such as DigComp may be used.

After choosing one or several of the options above, complete the section with clear, concrete and concise description of the planned / achieved learning outcomes, formulated as statements about what the participant will have learned, understood and be able to do following the completion of their mobility activity.

Please consult "Defining, writing and applying learning outcomes" and /or "Guidelines on drafting short descriptions of learning outcomes" published by the European Centre for the Development of Vocational Training (Cedefop) for further help on how to write learning outcomes.

Make sure to include all learning outcomes, including those resulting from non-formal or informal learning, learning outcomes related to personal development and transversal skills.

You can combine two frameworks to describe learning outcomes of the same activity. For example, you can use the European key competence framework to describe competences more generally and complement that with more detailed skills from the ESCO taxonomy.

Additional option - Record of completed courses: You may complement learning outcome-based options with a record of completed courses (including transfer of grades and credits). This is most relevant for formal learning programmes that already adhere to a specific credit system. This option may not be used on its own.

It is mandatory to discuss and agree upon the planned learning outcomes between sending and hosting organisation as well as the participant. Equally, the achieved learning outcomes must be agreed upon by the different parties.

Activities and tasks

The section consists of a list of activities that the participant will attend and tasks they will complete as part of their mobility activity, e.g. practical tasks of trainings/traineeships. This may include pre-departure trainings or preparations. Tasks or activities upon return to the sending organisation, e.g. tests or exams, should be included under "Return conditions" further below. This section does not replace the need to list the learning outcomes of activities and tasks in the section above.

You can add and remove lines for activities and tasks according to your needs.

Mentoring and monitoring arrangements

This section is obligatory at pre-mobility stage (learning agreement) under the Erasmus+ programme.

When producing the final Europass Mobility document after the mobility activity has finished, you can decide if you want to keep it in or remove it.

The section consists of a list of mentoring and monitoring activities that will be used to support the participant and track their learning progress. For example: scheduled dialogues/trialogues with their mentors, periodical reviews of the learning outcomes and completed tasks, consultations between the mentors at the hosting and sending organisation, consultations with parents or the host family etc.

You can add and remove lines for activities according to your needs.

Evaluation, recognition and return to the sending organisation

This section is obligatory at pre-mobility stage (learning agreement) under the Erasmus+ programme.

When producing the final Europass Mobility document after the mobility activity has finished, you can decide if you want to remove it or keep it.

#	ITEM	EXPLANATION AND APPLICABILITY RULES
	EVALUATION OF LEARNING OUTCOMES	
	EVALUATION FORMAT AND PROCEDURES	Describe the planned evaluation exercises that will happen during or after the mobility activity. For example: written or oral examination, practical or research assignments, continuous assessment, teachers' report, self-assessment, etc. Include information on where the evaluation is going to take place (sending or host organisation), who will be the evaluators, procedure in case of contested results, how are the results and/or grades going to be transmitted between the host and the sending organisation, etc.
	EVALUATION CRITERIA	Describe the criteria that will be used for the evaluation. If you are using an existing grading or evaluation system, you can reference it with a weblink or attach a description.
	RECOGNITION OF LEARNING OUTCOMES	Explain the conditions under which the learning outcomes will be recognised at the sending/returning organisation, so as to use the achieved learning outcomes for the future learning path of learners or professional development of staff. Define who will be responsible for the recognition process and how are the recognised learning outcomes going to be registered in the learner's records, or in their professional file (in case of staff). List the documents that must be issued to ensure that this procedure can be completed. For each needed document identify the organisation responsible to issue it, the recipient of the document and the indicative date for issuing the document.
	RETURN TO THE SENDING ORGANISATION	
	RETURN DESTINATION	Indicate where the learner will continue education upon return from their mobility period. For example: in the same or different school / company / training centre; class / grade / year; vocational education and training (VET) specialisation, etc. If a return to the sending organisation will not take place (e.g. in case recent VET graduates), indicate 'Not applicable' and add a short explanation. For staff participants, remove the entire section 'Return to the sending organisation'.
	RETURN CONDITIONS	Indicate if the learner will have to complete any actions or exams to catch-up with the curriculum/programme at the sending organisation. Specify when and how this will happen (e.g., immediately upon return, during the same year, in the following year, in form of an additional course or study hours, etc.). Remove this item if 'Not applicable' is indicated under 'Return destination'.

Additional provisions

If needed pre-mobility, introduce here any other specific provisions not covered in other sections. For example, this can be arrangements with the host family, an applicable code of conduct or other annexes. If no additional provisions apply, please delete the section.

When producing the final Europass Mobility document after the mobility activity has finished, you **must** remove this section.

Contact information

This section is obligatory at pre-mobility stage (learning agreement) under the Erasmus+ programme.

When producing the final Europass Mobility document after the mobility activity has finished, you **must** remove this section because contact information is protected by law and cannot be included in documents with unknown future recipients.

#	ITEM	EXPLANATION AND APPLICABILITY RULES
	PARENT / LEGAL GUARDIAN	For minors or dependent persons, at least one of their parents / legal guardians must be included. Remove these items if they are not applicable.
	RESPONSIBLE PERSONS AT THE SENDING ORGANISATION / HOST ORGANISATION	For both the sending and the host organisations, you need to include: - the mentor (the main content supervisor and advisor for the participant), - the administrative contact person (responsible for administrative matters concerning the learning mobility, e.g. enrolment, finances, etc.), and - the emergency contact person (who can be contacted in case of emergency, especially if the mentor is unavailable). Responsible persons at the sending organisation must be different than the responsible persons at the host organisation. If necessary, the same person can be specified for more than one role in their organisation, however, there must be at least two different persons per organisation to ensure that one is always available. The possibility to contact more than one person in case of need is essential for the well-being and safety of the participant. If needed, you can add more persons to this section, for example to specify additional mentors or to indicate other roles that you consider important for your activity.
	ACCOMPANYING PERSONS	List the persons that will accompany the participant during the mobility activity. Copy the line for each accompanying person. An accompanying person is a person who accompanies the participant in a mobility activity to ensure their safety and to provide support and assistance. Remove this section if there will be no accompanying persons involved.

Signatures

The number of required signatures depends on the phase of the activity. At pre-mobility stage when the mobility activity is being planned and expected learning outcomes are being prepared, signatures of the sending organisation, the hosting organisation, and the participant (and parent/guardian for minors) are obligatory.

At post-mobility stage when the mobility activity has been completed and the achieved learning outcomes are being documented, it is sufficient for one organisation to sign the document: either the sending organisation or the hosting organisation. Additional signatures are optional if technically possible in the system used to produce the document.

Depending on the education and training system as well as the setup and administrative management of the mobility activity, one of the organisations may be required to take a leading role in this process and sign the document from their side. It is essential to clarify roles of the different actors in the preparation of the document at the different stages.

In this context, a responsible person is a representative of the sending or host organisation who can sign on behalf of the organisation. This can be the director, principal, another member of the organisation's management, the project manager, or another person, depending on the organisation's structure and repartition of duties.

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