

# Instructions for filling in the Europass Mobility

## What is 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).

## Purpose of Europass Mobility

Europass Mobility aims to:

- boost transparency and visibility of European mobility experiences helping holders to show better what they have gained through this experience, particularly in knowledge, skills and competences;
- encourage recognition of experiences gained abroad;
- promote European mobility for learning purposes, by making its results more visible.

## How does it work?

Any organisation which organises mobility experiences in the above-mentioned countries, can apply for Europass Mobility on behalf of individuals.

Individual applicants cannot apply directly. All applications must be made by an organisation on behalf of an individual.

## What kind of mobility is eligible?

Any experience in place another European country (EU Member State/ candidate country or European Free Trade Association/European Economic Area) for learning purposes.

## Does Europass Mobility lead to a qualification?

No. Europass Mobility is a European document recording periods of European mobility.

## Is there a charge for the Europass Mobility?

No.

## Who is involved in issuing the Europass Mobility?

### National Europass Centres

In cooperation with the partner organisations involved, National Europass Centres ensure that:

- Europass Mobility documents are only released to record European learning experiences which satisfy the conditions listed above;
- Europass Mobility documents are completed in line with the instructions below and awarded to holders in hard copy or electronic form.

If National Europass Centres delegate management of Europass Mobility to one or more bodies, it is their responsibility to ensure the above functions are properly carried out.

National Europass Centres may implement specific national arrangements, namely for processing Europass Mobility documents.

### 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 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.

The Europass Mobility is completed by the sending and host partners of the mobility project. Usually, the final document is issued by the sending partner. For more information, contact your National Europass Centre (see <http://europass.cedefop.europa.eu/about/national-europass-centres>).

Any field of the EM left empty shall be removed from the document issued.

## Procedure for issuing a Europass Mobility document

### (1) The sending partner

- (a) asks the National Europass Centre (NEC, see list above) in its own country – or the body to which the NEC may have delegated management of the Europass Mobility – to provide the template (e.g. by giving a password to access the relevant section of the Europass website <http://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility/templates-instructions>);
- (b) fills in the sections “Holder of the document”, “Issuing organisation”, “Sending partner”, “Host partner”, “Description of the Mobility experience”;
- (c) sends the Europass Mobility to the host partner;
- (d) provides the host partner with these instructions for completing the document in the relevant language(s).

To help – and in agreement with - the host partner, the sending partner can also prefill in the sections “Skills acquired during the Mobility experience” and/or “Record of courses completed and individual grades / marks / credits obtained.”

### (2) The host partner

- (a) fills in the sections “Skills acquired during the Europass Mobility experience” and/or “Record of courses completed and individual grades / marks / credits obtained”
- (b) stamps and/or signs the Europass Mobility;
- (c) sends back the completed Europass Mobility to the sending partner.

### (3) The sending partner

- (a) issues the Europass Mobility to the holder in both paper and electronic form;
- (b) stores the Europass Mobility document as appropriate, according to the procedures.

## Support

For more information on Europass Mobility: <http://europass.cedefop.europa.eu>

Contact your National Europass Centre

<http://europass.cedefop.europa.eu/about/national-europass-centres>).

## Example of completed Europass Mobility

## Europass Mobility


## Holder of the document

- |                 |                   |   |
|-----------------|-------------------|---|
| 1 SURNAME(S) *  | 2 FIRST NAME(S) * | 3 ADDRESS   |
| Read            | Stephan           | 32 Reading Road<br>Birmingham<br>B1 2ND<br>UNITED KINGDOM |
| 4 DATE OF BIRTH | 5 NATIONALITY     |   |
| 09   04   1989  | British           |   |
| dd mm yyyy      |                   |   |


## Issuing organisation

- |                                  |                     |                  |
|----------------------------------|---------------------|------------------|
| 6 NAME OF THE ORGANISATION *     | 7 DOCUMENT NUMBER * | 8 ISSUING DATE * |
| Vocational College of Greenfield | EM UK-123546i       | 09   09   2016   |
|                                  |                     | dd mm yyyy       |

## Sending partner

- |  |   |
|--|---|
| 9 NAME AND ADDRESS *   | 10 STAMP AND/OR SIGNATURE   |
| Vocational College of Greenfields<br>Dept of Biomechanics<br>213 Bell Street<br>London<br>SW1P 3AT<br>UNITED KINGDOM |  |
| 11 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR *   | 12 TELEPHONE  |
| Owards Jules   | +44-113 343 12 34   |
| 13 TITLE/POSITION  | 14 E-MAIL   |
| Senior teacher   | juoh@bla.uk   |

## Host partner

- |   |   |
|---|---|
| 15 NAME AND ADDRESS *   | 16 STAMP AND/OR SIGNATURE   |
| Palermo Multimedia Ltd<br>213 Via Giovanni<br>00187 Roma RM<br>ITALIA |  |
| 17 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR *          | 18 TELEPHONE  |
| Giuliano Marco  | 39 (91) 12 34 56  |
| 19 TITLE/POSITION   | 20 E-MAIL   |
| Head of technical development   | mguiliano@bravo.it  |

\* Headings marked with an asterisk are mandatory.

## Description of the Mobility experience

21 **OBJECTIVE OF THE MOBILITY EXPERIENCE \***

To acquire a work experience in an international environment

22 **EDUCATION OR TRAINING INITIATIVE IN THE COURSE OF WHICH THE MOBILITY EXPERIENCE WAS COMPLETED**

Upper secondary vocational qualification - Electrician (mandatory placement)

23 **COMMUNITY OR MOBILITY PROGRAMME INVOLVED**

Exchange programme with the Chamber of commerce of Palermo

**DURATION OF THE MOBILITY EXPERIENCE**

24 **FROM \*** 01 | 09 | 1015 | 25 **TO \*** 30 | 03 | 2016 |  
dd mm yyyy dd mm yyyy

## Skills acquired during the Mobility experience

26A **ACTIVITIES/TASKS CARRIED OUT \***

- Install and test switch gear and distribution boards
- Locate and rectify faults in wiring systems and in electrical equipment
- Install, test, commission and maintain light fittings and controls

27A **JOB-RELATED SKILLS**

- interpret schematic diagrams and flow charts
- install and test wiring systems for lighting and power distribution
- Complete job-related documentation

28A **LANGUAGE SKILLS**

- At the end of placement, excellent level of communication; processing of orders from Italian-speaking customers.

29A **COMPUTER SKILLS**

- Using office suite tools to record and manage electronic documents

30A **ORGANISATIONAL / MANAGERIAL SKILLS**

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

31A **COMMUNICATION SKILLS**

- Excellent communication skills exhibited in daily contact with customers;
- good knowledge of corporate practices for dealing with customers' requests;
- fits in well with members of the team.

32A **OTHER SKILLS**

Basic first aid training (15 hours) organised by the Red Cross - Certificate obtained at the end of the training

33A **DATE \***

09 | 04 | 2016 |  
dd mm yyyy

34A **SIGNATURE OF THE REFERENCE PERSON/MENTOR**



35A **SIGNATURE OF THE HOLDER**



\* Headings marked with an asterisk are mandatory.

## Record of courses completed and individual grades / marks / credits obtained

26B STUDENT MATRICULATION NUMBER \* EBC-2004-28 123

27B COURSE UNIT CODE <sup>1</sup>	28B TITLE OF THE COURSE UNIT *	29B DURATION <sup>2</sup> *	30B LOCAL GRADE <sup>3</sup> *	31B ECTS/ECVET GRADE	32B ECTS/ECVET CREDITS <sup>4</sup>
FN 001	Introduction to financial accounting	1 semester	63	B	7
FN 002	Spanish for Business	1 semester	60	B	7

Add or remove lines if required

33B ESSAY/REPORT/DISSERTATION

75 page essay (practical report) on new EU provisions for internal control, presented to a jury and validated on 23 June 2016.

34B CERTIFICATE/DIPLOMA/DEGREE AWARDED, if any

Bachelor of business studies

35B SURNAME(S) AND FIRST NAME(S) OF MENTOR/ADMINISTRATION OFFICER \* 36B SIGNATURE OF THE HOLDER

Lübisch Berndt

37B DATE OF VALIDATION \*

 09 | 09 | 2016 |  
 dd mm yyyy



38B NAME AND ADDRESS OF THE INSTITUTION \*

 Letterkenny Institute of Technology  
 (Technical college)  
 Port Road - Letterkenny - County Donegal  
 ÉIRE

39B STAMP OR SEAL



\* Headings marked with an asterisk are mandatory.

<sup>1</sup> COURSE UNIT CODE: Refer to the ECTS information Package provided on the website of the host institution

<sup>2</sup> DURATION OF COURSE UNIT: Y = 1 full academic year | 1S = 1 semester | 2S = 2 semesters | 1T = 1 term/trimester | 2T = 2 terms/trimesters

<sup>3</sup> DESCRIPTION OF THE INSTITUTIONAL GRADING SYSTEM:

<sup>4</sup> ECTS CREDITS: 1 full academic year = 60 credits | 1 semester = 30 credits | 1 term/trimester = 20 credits