Europass Mobility Document: Information and Instructions

What is a Europass Mobility?

The revised Europass Mobility Template contains two versions:

- Pre-mobility which can serve as a learning agreement.

- Post-mobility certifies a period of mobility.

The pre-mobility document and the post-mobility document can be independent from one another, or they can also be linked. You can re-use the pre-mobility document to create the post-mobility document. It is important to note that many sections only concern the pre-mobility document and should **not** be included in the post-mobility document.

The purpose of this document is to provide guidance on the Europass **Post-Mobility** document.

The **Europass Post-Mobility document** is a standardised document that records knowledge and skills acquired through an organised experience in another European country. Examples of an organised mobility experiences are:

- a work placement/traineeship in a company;
- an academic term as part of an exchange programme.
- a voluntary placement in a non-governmental organisation.

The Europass Mobility document is a free tool that is part of Europass, a European Union Initiative that supports learners, workers, and jobseekers across Europe to effectively communicate their skills and qualifications.

The Irish National Europass Centre is managed by Quality and Qualifications Ireland.

If you have any queries in relation to the Europass Mobility document or the Irish National Europass Centre, please contact info@europass.ie.

Who is it for?

Any person on a mobility experience to another European country (EU Member State/ candidate country or European Free Trade Association/European Economic Area).

Why is it useful?

Any person moving to another European country (EU Member State/candidate country or European Free Trade Association/European Economic Area) to learn or acquire work experience, regardless of their age or level of education can use a Europass Mobility to evidence the learning achieved and skills developed during a mobility experience.

What Countries are eligible?

Participating European countries (EU countries /EFTA countries /application countries /Türkiye).

What kind of Mobility is eligible for Europass Mobility?

Any experience that takes place in another European country for learning purposes is eligible. This includes staff mobility experiences.

What does it provide?

The Europass Mobility document provides information including;

- the activities and tasks that the participant undertook during the mobility experience.
- the skills that were obtained during the mobility experience which can include; job-related skills, language skills, digital skills, and communication skills.

What are the benefits of using Europass Mobility?

- Enables the person to have recognition and validation of the skills, competences, and experience they have gained. This can be beneficial for applying for courses and jobs in the future.
- Allows the person to formally record the details of their organised experience abroad in a standardised format that is recognised across the European Union.
- Promotes European mobility for learning purposes making results more visible and transparent.
- **In Erasmus+, Europass Mobility will become the <u>standard template</u> for preparing and documenting learning outcomes in due course.**

Is there a fee?

No, it is free.

Who completes it?

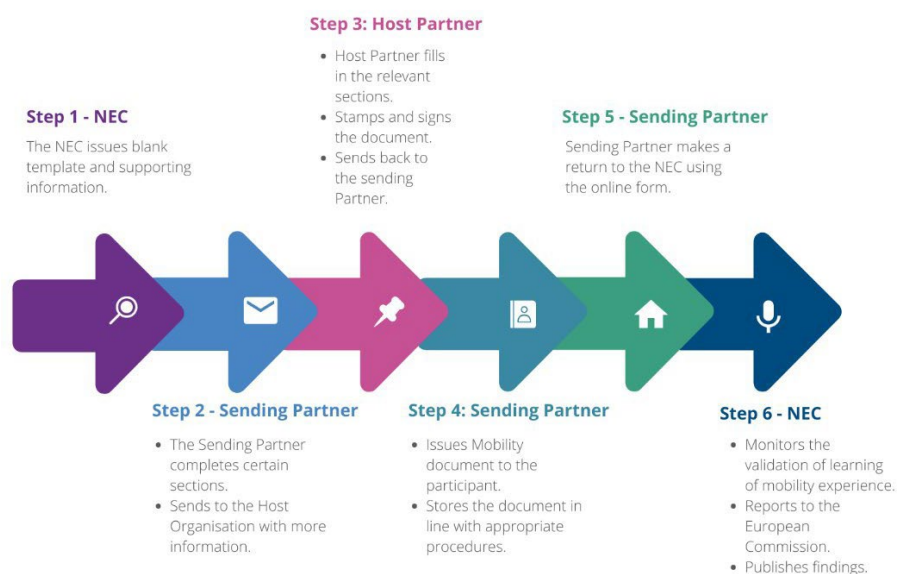There are two partner organisations involved in the organised experience:

- The **sending partner:** this is the partner that organised the mobility experience.

- The **host organisation:** this is the organisation or institution visited when abroad. The partners include universities, schools, training centres, companies, NGOs, etc.

What is the Procedure for issuing a Europass Mobility document?

Europass Mobility documents should only be released to record European learning experiences.

Overview of the Process

What is the process?

Step 1 - NEC
The NEC issues blank template and supporting information.

Step 2 - Sending Partner
- The Sending Partner completes certain sections.
- Sends to the Host Organisation with more information.

Step 3: Host Partner
- Host Partner fills in the relevant sections.
- Stamps and signs the document.
- Sends back to the sending Partner.

Step 4: Sending Partner
- Issues Mobility document to the participant.
- Stores the document in line with appropriate procedures.

Step 5 - Sending Partner
Sending Partner makes a return to the NEC using the online form.

Step 6 - NEC
- Monitors the validation of learning of mobility experience.
- Reports to the European Commission.
- Publishes findings.

Step 1 – National Europass Centre

Issues this Mobility Information and Instructions document accompanied by a blank Europass Mobility document.

Step 2 – Sending Partner

Completes the mandatory sections including

- Name of the person,
- Programme and Activity Type,
- Start and End Date of the Mobility Experience,
- Status at the Sending Organisation – This is the education or training programme that the participant is enrolled in, if they are not enrolled in any formal learning programme please indicate their status (e.g. Learner in adult education, recent VET graduate etc.) or in the case of a worker please specify their job title.
- Host Organisation(s), Host Country, and City,
- Host's Email/Phone.
- For the Field and Mode section please select from the available options in the drop-down menu on the mobility document.

For further information and guidance on completing the specific sections of the Europass Mobility document, please consult the Europass Mobility User Guidance document.

Mobility Number
If an Erasmus+ participant, the sending partner should enter the mobility number generated by the Beneficiary Module for Erasmus+ participants.

If not an Erasmus+ participant, the use of a mobility number is optional. Sending partners can use mobility numbers to assist with processing Europass Mobility documents within their own institution. This is not a mandatory requirement, please see the creation of Mobility Numbers section of this document for further information on how to create a number if you wish to do so.

For any queries in relation to mobility numbers please contact info@europass.ie.

Step 3 – Sending Partner

The Sending Partner discusses with the Host Partner and the participant the planned "Learning outcomes" of the mobility experience. To help and in agreement with the Host Partner, the Sending Partner can also prefill in the mandatory "Learning Outcomes" and "Activities and Tasks" sections at pre-mobility stage, or it can be completed by the Host Partner post-mobility or a combination of both.

The Europass Mobility document is sent to the host partner by the sending partner with these instructions for completing the document in the relevant language(s).

Step 4 – Host Partner

In addition to completing the section on "Learning Outcomes" and "Activities and Tasks", the Host Partner may wish to complete additional optional sections for example the "Mentoring and Monitoring Arrangements" and "Evaluation and Recognition Section". These are not required for the purpose of the Post-Mobility document but may be included if desired.

Stamps and/or signs the Europass Mobility. Please note the Sending Partner can stamp or sign the document, if easier. It is important that it is stamped and signed by at least one of the organisations/partners.

The Host partner sends back the completed Europass Mobility to the sending partner.

Step 5 – Sending Partner

The Sending Partner can also sign the Europass Mobility document; however, it is not obligatory, only one signature is required.
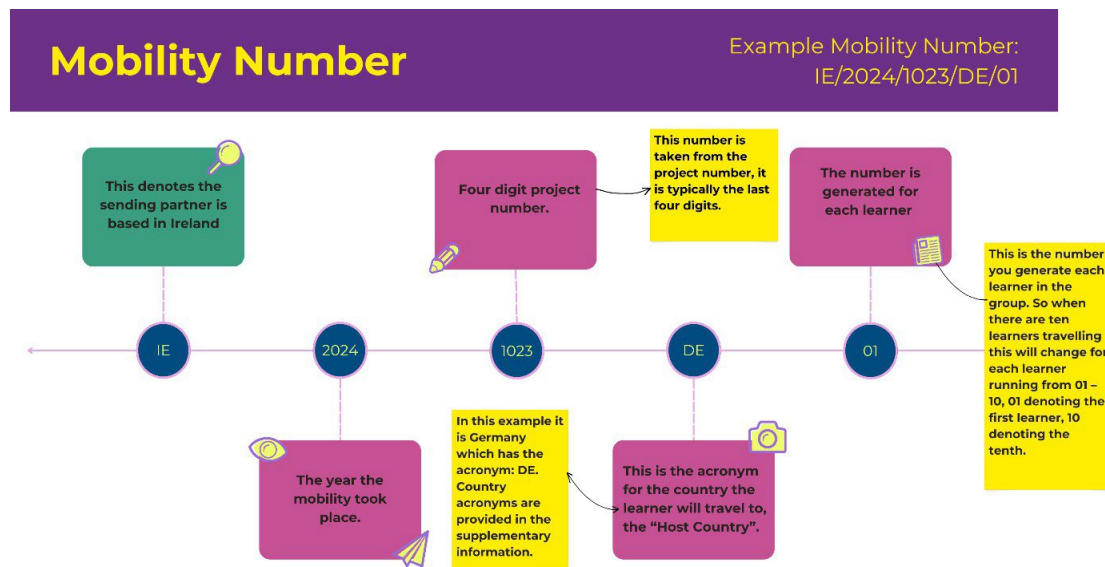
Issues the Europass Mobility to the participant in paper form.

Stores the Europass Mobility document as appropriate, according to the procedures.

Step 6 – Sending Partner

The sending partner is required to complete the National Europass Centre's Europass Mobility form. This is to enable the National Europass Centre to monitor the validation of learning and skills of mobility experiences and report to the European Commission.

How to Create a Mobility Number for non-Erasmus+ participants?

An example of a mobility number: IE/2024/1023/DE/01

All mobility numbers begin with IE, this denotes the sending partner is based in Ireland.

The year the mobility took place i.e. 2024.

Project number issued to you, for example, by Léargas e.g. 1023. It is typically the last 4 digits in the project number.

This is the acronym for the country the participant will travel to. See below a list of acronyms for each European country. In this example, Germany's code is DE.

The example above is of number 01, i.e. the first number you generate for a group of participants. So, where there are ten participants travelling this will change for each participant running from 01 – 10.

Country Codes:

Belgium (BE) 2. Bulgaria (BG) 3. Czech Republic (CZ) 4. Denmark (DK) 5. Germany (DE) 6. Estonia (EE) 7. Greece (GR) 8. Spain (ES) 9. France (FR) 10. Iceland (IS) 11. Ireland (IE) 12. Italy (IT) 13. Cyprus (CY) 14. Latvia (LV) 15. Lithuania (LT) 16. Luxembourg (LU) 17. Hungary (HU) 18. Malta (MT) 19. Netherlands (NL) 20. Norway (NO) 21. Austria (AT) 22. Poland (PL) 23. Portugal (PT) 24. Romania (RO) 25. Slovenia (SI) 26. Slovakia (SK) 27. Finland (FI) 28. Sweden (SE) 29. Türkiye (TR) 30. United Kingdom (UK).

If you cannot find the relevant country code on this list, please contact **info@europass.ie**