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Certified Coaches in Youth Initiatives:

Enhancing professional development of coaches supporting youth initiatives, developing and testing a new European competence standard established by MoU ECVET and a transnational common curriculum applied through joint training events and mobility

Erasmus+ EU Programme 2014-2020
Key Action 2 Strategic Partnerships for Youth - Call for proposal 2013 EAC/S11/13
Project Number 2014-2-IT03-KA205-004452

Activity O2-A1 - Analysis and preparatory researches on experiences and good practices already implemented on transparency and recognition of learning outcomes and qualifications, and on the ECVET process

Intellectual Output O2 - Action plan for the ECVET process to be activated in the coaching of youth initiatives professional field

September 2015

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Premise: main features of O2-A1 activity and related O2 intellectual output

The activity O2-A1, in the context of the project overall aims (to develop and test at transnational level an innovative European competence standard and a common curriculum and learning pathway in youth work field, particularly for coaching of youth initiatives, targeted on professionals, people on labour market or training /studying for youth work, and to ensure recognition and certification of acquired skills and competences across borders of involved EU countries applying European principles and tools for transparency of learning outcomes and qualifications EQF, ECVET and Europass, and promoting stronger coherence between those and national transparency and recognition tools), includes the activities designed to define a guideline, with a coherent action plan and transferable methods to gather key actors and to design the new European common competence standard "Coach in Youth Initiatives" in terms of learning outcomes units with allocation of ECVET points, for activating the ECVET process to the shared perimeter of figures, profiles, diplomas, and qualifications in the youth work field concerned by activities for coaching in youth initiatives, previously detected (cfr., the intellectual output O1) within the territorial youth work contexts and learning systems of participating countries.

The definition of this ECVET guideline, which constitute the intellectual output O2 of the project, has been carried out through collection, analysis and adaptation of relevant experiences and good practices already realised on transparency and recognition of learning outcomes and qualifications, and on ECVET process activation (included MoU ECVET, Learning Agreements ECVET and ECVET Credits Awarding models with Europass Certificate Supplement). These activities (mainly by desk analysis), have particularly focussed the attention on the experiences and good practices in the youth work field concerned by activities for coaching in youth initiatives, across the European territorial youth work contexts and learning systems. The analysis have also particularly take into account the MoU ECVET examples provided by the ECVET toolkit team (www.ecvet-toolkit.eu).

During the first transnational project meeting (Perugia - Italy, 16th June 2015), the partners have shared, on the basis of a draft elaborated by the applicant, the definition of common approaches and tools for these activities, which have been then applied an developed by the partners, also through Skype meetings. The analysis and research activities results at national and European level have been assembled in an integrated draft by the applicant, discussed and validated by all the partners during the second transnational project meeting, and then published on the public open area of the project website (<https://www.certifiedcoaches.it>).

The integral version of the product has been published in English, while a synthetic version for dissemination has been published in all the languages of the partnership (English, Italian, French and Hungarian).

The common tool for the analysis and preparatory researches on experiences and good practices already implemented on transparency and recognition of learning outcomes and qualifications, and on the ECVET process

1. Good practice / experience **denomination**:

2. Project or initiative **type** (e. g: funded within an EU initiative, national framework, etc.):

3. **Need** for which was defined and realised the good practice / experience:

4. General **aims** and specific **objectives**:

5. Territorial/sectoral application level / context:

6. Involved partners / developers:

7. Beneficiary / target groups (in qualitative and quantitative terms):

8. Temporal placement / realisation period:

9. Main activity contents:

10.1 Products and results - *General* description:

10.2 Products and results - Relation with the common European tools Europass, Youthpass, EQF, ECVET, and with the aims and objectives of the "Certified Coaches in Youth Initiatives" project:

10.3 Products and results - Sustainability (the results are still in use or ended, and because):

10.4 Products and results - Main barriers to the exploitability:

10.5.1 Products and results - Likely Transferability (considering the generality of potential European national, territorial and sectoral transfer contexts):

10.5.2 Products and results - Specific Transferability (particularly within the "Certified Coaches in Youth Initiatives" project):

Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
Result 1 : "....."		
Result 2 : "....."		

Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
Result 3 : "....."		
Result n : "....."		

APPENDIX

Documentation sources used for the analysis

Document type	Title	Website

The experiences and good practices already implemented on transparency and recognition of learning outcomes and qualifications, and on the ECVET process: The LdV ToI project "Highlight the Competences"

1. **Good practice / experience denomination:**

Highlight the Competences - European cooperation for a system of credit transfer for VET-ECVET, relating competence and professional needs of the cooperative enterprises working in the services sector (www.adam-europe.eu/adam/project/view.htm?prj=4344).

2. **Project or initiative type** (e. g: funded within an EU initiative, national framework, etc.):

Highlight the Competences (HtC) is a Transfer of Innovation - ToI project funded within the Leonardo da Vinci sub-programme of the EU Lifelong Learning Programme 2007-13, by the Italian LdV national Agency.

3. **Need** for which was defined and realised the good practice / experience:

The HtC project is based on the necessity to satisfy the need of transparency and recognition of learning outcomes achieved by individuals in different learning contexts (formal, non-formal and informal) and European countries, particularly at sectoral level within VET systems of facility management sector focusing on cleaning and logistic services.

4. **General aims** and specific **objectives:**

To satisfy the need of transparency and recognition of learning outcomes achieved by individuals within the VET systems of the facility management sector, the project is aimed to develop a European cooperation process based on the ECVET - European Credit Transfer System for VET.

At this aim, the project has as specific objective the implementation of the 4 phases of ECVET process:

- 1) Establishment of the European Partnership and correspondence between qualifications and learning outcomes (units and credit units), by social partners of concerned sector and public institutions competent at different levels of participating Countries, through undersigning of a Memorandum of Understanding-MoU, utilising EQF principles;
- 2) Learning Agreement: signed by sending and hosting organisations and by the apprentice/worker, in coherence with MoU, containing a description of learning outcomes (units/unit parts and associated credit points);
- 3) ECVET credits awarding: ECVET credits are awarded after learning outcomes evaluation, and registered utilising Europass documents, detailing knowledge, skills, competences and credit point associated with achieved learning outcomes;
- 4) Transfer, validation and accumulation of ECVET credits: in accordance with MoU and learning agreement, credits will be transferred, validated and recognised for obtaining concerned qualification, by accumulation, according to national rules.

5. Territorial/sectoral application level / context:

Territorial level /context:

The European countries represented by the HtC partners are Italy, France, Malta, Greece, Poland, Spain and Swiss. In Italy, the main territorial application context is Umbria region, since project associated partner.

Sectoral level / context:

The economic sector on which HtC is centred is facility management, with main focus on cleaning and logistic services. The project started from services branch of cooperative movement, but the ECVET process activated by the HtC MoU for "Site Supervisor in the Cleaning Services" is broadening to the whole Italian facility management sector, through the adhesion of national social partners as Federazione Imprese di Servizi - FISE (www.fise.org).

6. Involved partners / developers:

HtC partnership includes cooperative organisations in services sector at national level (in Italy, Consorzio Nazionale Servizi and Associazione Nazionale delle Cooperative di Servizio e Turismo; in Spain Fundación EZAI; in Malta Koperattivi Malta), public institutions (French Commission Nationale de la Certification Professionnelle and Italian ITACA), and VET specialised

organisations (Italian Aris Formazione e Ricerca Società Cooperativa, French Centre de Ressources pour le Développement, Polish ZDZ - Zakład Doskonalenia Zawodowego, Greek Econometrica Ltd, Swiss Fondazione ECAP).

To HtC project are also associated the Italian regional competent in VET authority Regione Umbria, and national sectoral social partner ONBSI - Organismo Nazionale Bilaterale Servizi Integrati.

Italian national social partner Federazione Imprese di Servizi has also adhered to HtC MoU ECVET.

7. Beneficiary / target groups (in qualitative and quantitative terms):

In qualitative terms, the beneficiaries targeted by HtC and related ECVET MoU and process, are the professionals operating as "Site Supervisor in the Cleaning Services", this is co-ordinating and managing one or more teams in cleaning services operations in one or more specific sites, such as enterprises, shops, schools, factories, hospitals and roads, ensuring cleaning services are carried out to contract specifications and in line with company regulations and with adopted Quality System, also directly participating, in SMEs, in cleaning activities alongside the cleaning staff, as a foreman.

In quantitative terms, the process started by HtC was completed for 12 professionals in Umbria, included in the experimentation panel, with formal certification of learning outcomes in date 22.02.11 (cfr., professional and certification standards, Umbria Region Official Journal: www2.regione.umbria.it/bollettini/download.aspx?doc=110302A10SO2.pdf&t=so&p=1).

8. Temporal placement / realisation period:

The HtC LdV ToI project was submitted in February 2007 to the Italian LdV national Agency.

After its approval, the project is started the 15th November 2007, during till 14th November 2009 (24 months).

The ECVET MoU signed in Athens in September 2009 for the "Site Supervisor in the Cleaning Services", is still functioning and implemented through adhesion of new key actors.

9. Main activity contents:

The HtC work programme was articulated in 8 work packages:

- 1 - Preliminary analysis and research for the transfer of innovation and the activation of the ECVET process
- 2 - Operative plan for transfer innovation and implementation of the ECVET process.
- 3 - ECVET Memorandum of Understanding - MoU
- 4 - ECVET Learning agreement
- 5 - Assignment of ECVET credits
- 6 - Transfer, validation and accumulation of ECVET credits
- 7 - Supervision of the project quality
- 8 - Valorisation (diffusion and exploitation) of the project results

In fact, the project activities was focused on the definition and formalisation at European level (Athens, 04/09/ 2009) of the Memorandum of Understanding - MoU for "Site Supervisor in the Cleaning Services" qualification, described in terms of learning outcomes (unit/s, parts of unit/s and associated ECVET credit).

The MoU experimental enforcement was carried out mainly in Italy, particularly in Umbria, by Italian applicant Aris and on the basis of interest of Umbrian services cooperative COSP TecnoService to activate a process for transparency and recognition of competences of its human resources acting with duties having reference to "Site Supervisor in the Cleaning Services", also at the aim of recognition of this qualification, in compliance with Umbria region "Credits Directive" (DGR 1429 2007).

Utilising, in compliance with regional regulations, professional resources having competences and titles (Credits Tutor), Aris has carried out the activities to put the workers competences in transparency, producing a description of verified learning outcomes, in qualitative and quantitative terms (unit/s, parts of unit/s and associated ECVET credit points), in compliance with MoU, also preparing an Europass Certificate Supplement model for credits awarding.

10.1 Products and results - General description:

HtC has implemented an ECVET process really accomplished, through signature and enforcement of the first ECVET MoU in EU, establishing the European partnership and correspondence for the professional qualification "Site Supervisor in Cleaning Services" and for the learning outcomes concerned by transfer, evaluation, and validation processes.

In general terms, the main HtC products and results are:

- the design of an European professional qualification for the "Site Supervisor in the Cleaning Services", trans-national document shared by all the participating European partners, describing in terms of activities, tasks, units of learning outcomes and correspondence between units and associated credit points, the concerned professional figure;
- a complete model and formalised version of the ECVET MoU containing: an introduction relating to background and general context of MoU, existing provisions for MoU at European level, definitions, general and specific objectives of MoU; the form and content of MoU in terms of participants, purpose, ratification and effectiveness; the qualification previously designed, to establish the European correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (units, unit parts and related credits); the mechanisms to implement the MoU and for dialogue and administrative co-operation, the regulations relating to nationality, the revision of agreement and notice of termination;
- a model, and an experimental version in compliance with MoU and Umbrian regional regulations, for the ECVET Learning Agreements, utilised within the process of putting in transparency and recognition of learning outcomes activated in the Umbria region during the project for the MoU experimental enforcement;
- a model for the learning outcomes certification based on Europass Certificate Supplement.

ECVET process activated by HtC has been completed in the Umbria Region, in compliance with the regional "Credits Directive" (DGR 1429 2007), through: regional adhesion to the MoU, inclusion of the concerned professional qualification in the Regional Qualification Framework, definition of specific regional professional and certification standards for the professional qualification, formal recognition of concerned learning outcomes for 12 Umbrian professionals.

ECVET process activated by HtC is broadening, through new MoU adhesions, to other Italian regions and social partners.

HtC is in the selection of ECVET pilot projects presented by Education and Culture DG at EQARF-ECVET Launching Conference "Moving from principles to implementation".

The HtC outcomes adoption extends approaches and tools directly usable for the ECVET process to be activated by the "ECVET for Non-Formal and Informal Building Safety Trainers" project.

For ownership/copyright issues, it's to remark that HtC was realised by a Consortium and associated partnership entailing some partners of the "Certified Coaches in Youth Initiatives" project, like Aris Formazione e Ricerca (applicant of both the projects) and the Umbria Region.

10.2 Products and results - Relation with the common European tools Europass, Youthpass, EQF, ECVET, and with the aims and objectives of the "Certified Coaches in Youth Initiatives" project:

Europass: the main relation between HtC products and results, and the European common tools and principles of Europass Portfolio (Europass CV, Europass Language Passport, Europass Mobility, Europass Certificate Supplement, Europass Diploma Supplement) is constituted by the definition of a learning outcomes certification model for the Site Supervisors in Cleaning Services, based on Europass Certificate Supplement documentation, particularly on Cedefop examples (<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CSupplement/CSEexamples.csp>). That because Europass Certificate Supplement is to be delivered, by relevant certifying authorities, to people who hold a vocational education and training certificate (in the HtC MoU case, certifications concerning the Site Supervisors in Cleaning Services learning outcomes) adding information to that which is already included in the official certificate, making it more easily understood, especially by employers or institutions outside the issuing country.

Youthpass: The HtC products and results haven't relation with the common European tool Youthpass, since this is specific for the recognition and certification of learning outcomes acquired by youngsters engaged in non formal learning activities within the EU programmes Youth in Action (till 2013) and Erasmus+ - Youth (from 2014).

EQF: the relation between HtC products and results, and the European common tools and principles of European Qualification Framework is generally but clearly defined by HtC project summary: "In the perspective EQF and ECVET, the

project will particularly permit to the partners the common elaboration of references of activities, of competences and of certification on the crafts identified in the services sector (cleaning and logistics), transferring the European methodology of "Sustainable professionalisation". More particularly, during HtC start-up, after presentation of existing qualifications for cleaning and logistic activities across Europe and shared verification of the lacking definition of learning outcomes for the work team responsible people, partners discussion was focused on the issue of the determination of a common perimeter of activities and exercise levels of concerned professionals, finding a shared solution also classifying the new envisaged professional qualifications onto EQF, in the specific case, at level EQF 4 .

ECVET: the relation between HtC products and results, and the European common tools and principles of European Credit System for Vocational Education and Training is direct and very significant: the ECVET process started by HtC through its MoU ECVET is the first formalised in EU for a European common qualification and the 12 Umbrian "Site Supervisors in Cleaning Services" are the first professionals in Europe for which was completely applied the ECVET provisions in matter of recognition, transferring and accumulation of learning outcomes achieved by individuals, till the official qualification.

Certified Coaches in Youth Initiatives project: the relation between HtC products and results, and the aims and objectives of the "Certified Coaches in Youth Initiatives" is clearly defined by the project itself when treating about the project complementarity in respect to other projects already carried out: *"several organisations involved in the strategic partnership have already conceived and sustained various interventions relating to the issues concerned by the project, in particular interventions aimed on the one hand, to support youth initiatives (...) and, on the other hand, to activate the ECVET process in many fields different from youth work: diverse organisations engaged in the project have sustained and are still carrying out LdV ToI and DoI projects, e.g. Highlight the Competences, which MoU ECVET it's the first MoU ECVET formalised in Europe also constituting a reference for projects, like European Nature System - ENS, www.europeannaturesystem.eu, producing MoU ECVET included in the examples for establishing a MoU provided at European level by the ECVET toolkit team, www.ecvet-toolkit.eu (...) establishing Memoranda of Understanding ECVET and carrying out pilot tests on the application of them in participating countries, but without the definition of common curricula and training standards also in terms of joint training events and mobility allowing the effective transnational application of the MoU ECVET in terms of mutual recognition of competences acquired abroad"*, as instead foreseen in the "Certified Coaches in Youth Initiatives" project.

10.3 Products and results - Sustainability (the results are still in use or ended, and why):

The main HtC product and result, i.e. the MoU ECVET for "Site Supervisor in Cleaning Services" is not only still in use but also implemented at different levels:

- the most important result in term of project sustainability is the complete endorsement of the MoU ECVET by a territorial authority with legislative competence on VET qualification and certification as the Umbria Region: it's to stress that Umbria Region has adhered to the MoU, and included in the Regional Qualification Framework the Site Supervisor in Cleaning Services professional qualification ("Capo cantiere / capo commessa nei servizi di pulizia", published in Umbria Region Official Journal, www2.regione.umbria.it/bollettini/download.aspx?doc=100324A14SS1.pdf&t=ss&p=1), defined the specific regional professional and certification standards for the professional qualification, and nominated the member of the public commission for the formal recognition of learning outcomes for concerned Umbrian professionals (also published in Umbria Region Official Journal, www2.regione.umbria.it/bollettini/download.aspx?doc=110302A10SO2.pdf&t=so&p=1);
- it seems also remarkable that, through the adhesion of national social partners as FISE, the ECVET process activated by HtC is actually broadening across territorial and sectoral VET systems borders, this is to the whole Italian facility management sector and in new regional territories, allowing the recognition of achieved learning outcomes to a growing number of Italian professionals operating as Site Supervisor in Cleaning Services;
- finally, it seems also remarkable that the HtC products and results, also in terms in approaches, methods and operative tools, has been largely identified as good practices easily useful to develop relevant innovations at the aim of transparency and recognition of competences and qualifications and for the ECVET process activation, or to be transferred at the same aims: not only "Certified Coaches in Youth Initiatives" project" has given a special focus to the HtC products and results, but also several new LdV DoI and ToI projects on the ECVET priority, granted in 2010-2013 by EACEA (CeSaTra, for VET safety trainers in construction sector, and CertEnt, for entrepreneurs in building sector), and by Italian (ENS, for nature-based tourism professionals, and COMETA Evolution, for social workers), Turkish (MAS ECVET, in automotive sector), Spanish (Interpreting our European Heritage, in tourism sector, and In the Middle, in Facility Management sector), Hungarian (Health Tourism, in health tourism sector), Maltese (AgroECVET: Transfer of Innovation to Activate and Implement ECVET for Transparency and Recognition of Learning Outcomes and Qualifications in the European Agricultural

Sector) and Greek (ECVET for Non-Formal and Informal Building Safety Trainers, in construction sector) LdV National Agencies, as well other KA2 Strategic Partnerships projects within the new Erasmus+ Programme 2014-2020 (like the KA2 SP VET project "AgroECVET 2.0 : The Recognition and Validation of Agricultural Management in the Framework of the European Credit System for Vocational Education and Training - ECVET", funded within the Round 1 of the Erasmus+ call 2015).

Concerning the motivations of this significant sustainability of the HtC results and products, it seems that they are still in use and implemented because:

- directly satisfying specific needs of transparency and recognition of learning outcomes coming from the market (of labour and of facility management sector: workers and enterprises);
- constituting a possible model usable by a territorial public institutions competent in VET to implement the existing provisions in matter of transparency and recognition of learning outcomes also ensuring the portability of them outside the own territory;
- easily transferable in different territorial and sectoral VET contexts, since HtC approaches and tools are directly borrowed from ECVET framework, and related to the main organisational, technical and qualitative aspects of ECVET process.

10.4 Products and results - Main barriers to the exploitability:

The main barriers to the exploitability of the HtC project products and results are identified at following levels:

- **sectoral:** considering the social partners, it's to stress that actually are adhering to the ECVET MoU HtC the most important Italian sectoral organisations (particularly, Organismo Nazionale Bilaterale Servizi Integrati - ONBSI, and Federazione Imprese di Servizi - FISE), representing the generality of workers and enterprises in the Italian facility management, also beyond the initial project perimeter constituted by the cooperative movement; however, until now, the sectoral broadening of the ECVET MoU HtC at European level and in other national facility management contexts has not exceeded the original trans-national sectoral representativeness of the HtC partners. It seems that this situation could be connected with at least two factors. First of all, the economic and European relevance of the sector concerned by the MoU:

the initial sub-sectoral project context (cooperative movement within facility management system), unlike the whole facility management sector, is not represented in the same way in the different European national contexts (there are EU countries in which the cooperative movement, and not only in facility management, is absent or weak or not integrated within the facility management sectoral national main governance): in other terms, the broadening/integration of the ECVET MoU in the whole facility management sector, of course stronger and, most of all, more homogeneous across Europe compared to its cooperative segment, could constitute an important element to support a greater exploitability of the HtC project products and results at sectoral level. Furthermore, the capacity of European networking: the second consideration is that the European facility management sector, also considering the specific VET systems, is not characterised by a particularly significance of the related European networks. From the point of view of the "Certified Coaches in Youth Initiatives" project, considering the characteristics of our project sectoral context (youth work), it seems that these barriers to the HtC products and results exploitability should not be particularly relevant.

- **geographical**: considering the European countries, it seems that the exploitability could also depend from the articulation of the competence in VET between national and territorial authorities (particularly, the regions), because the HtC experience has evidenced that it was more simply and easy to obtain the engagement in the MoU of a regional authority as the Umbria region, rather than to achieve the adhesion of national institutions having competence in VET qualification and certification.

- **linguistic**: the ECVET MoU HtC is available only in English and in Italian.

- **cultural / technical**: the issues of transparency and recognition of learning outcomes and related European principles and tools (particularly, Europass, EQF and ECVET) are not adequately mastered by the representatives and professionals of key actor organisations.

10.5.1 Products and results - Likely Transferability (considering the generality of potential European national, territorial and sectoral transfer contexts):

It seems that the HtC products and results, and particularly the MoU, are characterised by an high level of transferability in new European national, territorial and sectoral contexts, for a wide range of learning outcomes and professional qualifications, as also showed by the diversified sectors and qualifications concerned by the many LdV DoI and ToI projects

on the ECVET priority, granted in 2010-2013 by EACEA ("CeSaTra", for VET safety trainers in construction sector, and "CertEnt", for entrepreneurs in building sector), and by Italian ("European Nature System - ENS", for nature-based tourism professionals, and "COMETA Evolution", for social workers), Turkish ("MAS ECVET", in automotive sector), Spanish ("Interpreting our European Heritage", in tourism sector, and "In the Middle", in Facility Management sector), Hungarian ("Health Tourism", in health tourism sector), Maltese ("AgroECVET", in the agricultural sector) and Greek ("ECVET for Non-Formal and Informal Building Safety Trainers", in construction sector) LdV National Agencies, as well KA2 Strategic Partnerships projects within the new Erasmus+ Programme 2014-2020 (like the KA2 SP Youth project "Certified Coaches in Youth Initiatives", and the KA2 SP VET project "AgroECVET 2.0 : The Recognition and Validation of Agricultural Management in the Framework of the European Credit System for Vocational Education and Training - ECVET").

The assumed high level of transferability in other contexts could be related to the fact that these approaches and tools are directly borrowed from the forecasts of the ECVET framework and of the ECVET Recommendation of June 18th 2009, and relate to organisational, technical and qualitative aspects connected with the ECVET process, addressed in order to share content and make it easily accessible at European level. In effect, HtC provides, in particular:

- a model and practical example of Memorandum of Understanding for the establishment of the ECVET partnership, containing, beyond the specific qualification design in terms of units of learning outcomes, a large set of provisions easily adaptable to other qualifications and sectors, this is: an introduction relating to background and general context of MoU; existing provisions for MoU at European level; definitions, general and specific objectives of MoU; form and content of MoU in terms of participants, purpose, ratification and effectiveness; the European correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (ECVET credits related to units, unit parts, and concerned qualification); the mechanisms to implement the MoU and for dialogue and administrative co-operation; the regulations relating to nationality, the revision of agreement and notice of termination;
- models of documents for the transfer and the accumulation of learning outcomes, like the model for the Learning Agreements and the certification model Europass Certificate Supplement for the transcription on the personal booklet of the valued results of learning and of the ECVET unities and points attributed to the beneficiary of the training, easily adaptable to other qualifications and sectors.

10.5.2 Products and results - Specific Transferability (particularly within the "Certified Coaches in Youth Initiatives" project):

Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
<p>Result 1 : "ECVET Memorandum of Understanding - MoU for the establishment of the partnership and European correspondence for the qualification Site Supervisor in the Cleaning Services and learning results concerned by transfer, evaluation, validation processes"</p>	<p>The ECVET MoU HtC for the Site Supervisor in Cleaning Services, being the first ECVET MoU for a common European qualification signed in Europe, it constitutes a prototype and useful experienced reference for each partnership interested to establish the European correspondence for professional qualifications and learning outcomes to be recognised overcoming sectoral and geographical barriers among EU VET systems.</p> <p>In particular, ECVET MoU HtC seems useful at the aims of the "Certified Coaches in Youth Initiatives" project since containing, beyond the specific qualification design in terms of units of learning outcomes, a large set of provisions easily adaptable to other qualifications and sectors.</p>	<p>ECVET MoU HtC is easily transferable within "Certified Coaches in Youth Initiatives" project - also considering its further adoption realised within the LdV ToI project "ENS" - acknowledging, updating, and adapting its usable contents to sector and qualification concerned by "Certified Coaches in Youth Initiatives, particularly: introduction on background and general context of MoU; existing provisions for MoU at EU level; definitions, general and specific objectives of MoU; MoU form and content in terms of participants, purpose, ratification, and effectiveness; European correspondence for assessment / transfer / accumulation processes of learning outcomes achieved in formal/informal/non formal (ECVET credits for units / unit parts / qualification); mechanisms to implement MoU and for dialogue and administrative co-operation; regulations on nationality, revision of agreement and termination notice.</p>

Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
<p>Result 2 : "ECVET Learning Agreements experimental model, defined and utilised in compliance with MoU and Umbrian regional regulations</p>	<p>HtC ECVET Learning Agreements, being the first ECVET Learning Agreements signed and implemented in Europe in compliance with an ECVET MoU for a European common qualification and with national / regional regulations (in specific, Umbrian regional rules on VET), it constitutes a prototype and useful experienced reference for each MoU partnership interested to concretely enforce its MoU to put in transparency and recognise concerned learning outcomes / qualification.</p> <p>In particular, this model and experimental version, articulated in ECVET MoU and regional compliance documents, it seem useful at the aims of the "Certified Coaches in Youth Initiatives" project, at least the ECVET MoU compliance documentation, easily adaptable to other qualifications, sectors, and to all MoU enforcement territorial contexts.</p>	<p>HtC ECVET Learning Agreements model and experimental version - also considering its further adoption realised within the "Certified Coaches in Youth Initiatives" project - also considering its further adoption realised within the LdV ToI project "ENS" project, acknowledging, updating, and adapting its usable contents to sector and qualification concerned by the new Erasmus+ KA2 SP project. The transfer could easily entail, in particular, the ECVET MoU compliance documentation, to be adapted concerning the sector and qualification, and to be updated to ensure the MoU enforcement beyond the territorial contexts (in any case, needing to be integrated with the documentation required in each national/regional VET system)</p>

<p>Result 3 : "ECVET Learning outcomes certification experimental model based on Europass Certificate Supplement"</p>	<p>The HtC certification model is easily transferable within the "Certified Coaches in Youth Initiatives" project because based on the European common tool Europass Certificate Supplement</p>	<p>The HtC certification model based on Europass Certificate Supplement could be transferred at the aim of transcription of valued results of learning and ECVET units and points attributed to the beneficiaries of training.</p>
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APPENDIX

Documentation sources used for the analysis

Document type	Title	Website
MoU ECVET, ECVET Learning Agreement model and Europass Certificate Supplement model for the <i>Site Supervisor in the Cleaning Services</i>	ECVET Memorandum of Understanding - MoU	http://www.adam-europe.eu/prj/4344/prd/14/1/1-MoU%20Text.doc
ECVET Learning Agreement model	Learning Agreement ECVET	http://www.adam-europe.eu/prj/4344/prd/15/1/7-Learning%20Agreement.doc
Europass Certificate Supplement model	ECVET Credits Awarding - Transfer, validation and accumulation of ECVET credits	http://www.adam-europe.eu/prj/4344/prd/16/1/8-Credit%20Awarding.doc
Decision of the Umbrian regional government (inclusion of the Site Supervisor in the Cleaning Services professional qualification in the Umbrian Regional Qualification Framework)	<i>Deliberazione della Giunta Regionale 8 febbraio 2010, n. 168 Approvazione dell'aggiornamento del Repertorio regionale dei profili professionali</i>	http://www2.regione.umbria.it/bollettini/download.aspx?doc=100324A14SS1.pdf&t=ss&p=1
Decision of the Umbrian regional government (specific regional professional and certification standards for the Site Supervisor in the Cleaning Services)	<i>Deliberazione della Giunta Regionale 30 gennaio 2011, n. 109 Certificazione delle competenze del Profilo professionale "Capo cantiere/capo commessa nei servizi di pulizia": approvazione standard professionale e di certificazione e nomina componenti</i>	http://www2.regione.umbria.it/bollettini/download.aspx?doc=110302A10SO2.pdf&t=so&p=1
Cedefop examples on Europass Certificate Supplement documentation	Examples of Europass Certificate Supplement	http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CSupplement/CSEexamples.csp

The experiences and good practices already implemented on transparency and recognition of learning outcomes and qualifications, and on the ECVET process: The LdV ToI project "European Nature System"

1. Good practice / experience denomination:

European Nature System: An ECVET process to put in transparency and recognise across Europe the learning outcomes and the qualifications of the professional figures in the nature-based tourism sector (www.europeannaturesystem.eu)

2. Project or initiative type (e. g: funded within an EU initiative, national framework, etc.):

European Nature System (ENS) is a Transfer of Innovation - ToI project funded within the Leonardo da Vinci sub-programme of the EU Lifelong Learning Programme 2007-13, by the Italian LdV national Agency.

3. Need for which was defined and realised the good practice / experience:

The ENS project was based on the necessity to satisfy the need of transparency and recognition of learning outcomes achieved by individuals in different learning contexts (formal, non-formal and informal) and European countries, particularly at sectoral level within VET systems of nature-based and rural tourism sector.

4. General aims and specific objectives:

To satisfy the need of transparency and recognition of learning outcomes achieved by individuals within the VET systems of the nature-based and rural tourism sector, the project was aimed to develop a European cooperation process based on the ECVET - European Credit Transfer System for VET.

At this aim, the project had the following **specific objectives**:

A) to analyse the nature-based tourism professional figures in European VET systems of tourism sector, classifying them within EQF across participating Countries, and identifying a common perimeter of professional figures: objective achieved during WP 2, with the outcome "Report on preparatory analysis and researches on the field of professional figures in nature-based and rural tourism in Europe";

B) to define an action plan for activating an ECVET process for these figures, starting from collection, analysis, adaptation

of already realised best practices on transparency/recognition of competences/qualifications, and on ECVET process activation: objective achieved during WP 3, with the outcome "Action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism";

C) to describe the professional figures in terms of activities/tasks/knowledge/skills/competences/learning outcomes units/ECVET credits: objective achieved during WP 4, with the outcome "Design of professional figures in nature-based and rural tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits";

D) to define and formalise (partners and competent/interested organisations) a Memorandum of Understanding - MoU ECVET for the professional figures: objective achieved during WP 5 , with the outcome "Memorandum of Understanding ECVET for the European qualification in the nature-based and rural tourism sector";

E) to define and formalise (by nature-based tourism professionals, concerned enterprises, training agencies) ECVET Learning Agreements describing, in compliance with MoU, the training processes in formal/informal/non formal contexts, and related ECVET credits to be obtained: objective achieved during WP 6, with the outcome "Common European Model for Learning Agreements ECVET" and its signature by 100 workers and trainees in Italy, Spain, Germany, Latvia and Austria;

F) to award to involved professionals, by concerned training agencies at training end, ECVET credits related to verified learning outcomes, utilising Europass, and transfer, validate and accumulate the awarded ECVET credits in sectoral/territorial VET systems involved in the MoU: at this objectives, during WP 6 was realised the outcome "Common European Model for ECVET Credits Awarding", also supporting the MoU endorsement in the participating countries.

5. Territorial/sectoral application level / context:

Territorial level /context:

The European countries represented by the ENS partners were Italy, Germany, Austria, Spain, Belgium and Latvia. In Italy main territorial application context was Umbria region, since this Italian region participated as associated partner.

Sectoral level / context:

The economic sector on which ENS is centred is nature-based and rural tourism.

6. Involved partners / developers:

The project Consortium and associated partnership included important representative and VET organisations, and also SMEs, of nature-based tourism sector at national, regional and local level, across Europe (in Italy, *Aris Formazione e Ricerca Società Cooperativa* and *Consorzio Itaca*; in Spain, *Koan Consulting SL* and *Fundacion Ecoagroturismo*; in Germany, *KATE-Kontaktstelle für Umwelt & Entwicklung*; in Latvia, *Latvijas lauku turisma asociacija "Lauku celotajs"*; in Austria, *BEST Institut für berufsbezogene Weiterbildung und Personaltraining GmbH*), public institutions competent in VET and tourism matter at regional level (in particular, the Italian *Regione Umbria*) and also European communication specialised organisations (the Belgian *Diesis Coop scrl-fs*): these wide and integrated articulation of public and private key actors has not only ensured that the European common qualifications established with the MoU ECVET are effectively linked to the market, but also the availability both of the institutional and of the technical competence on qualification, sectoral, and dissemination issues, required to support the design of the qualifications, the formalisation of the MoU, and the endorsement of MoU provisions in territorial, sectoral and learning contexts of participating countries, really allowing to workers and trainees of nature-based tourism sector across Europe the recognition of learning outcomes and qualifications established with the MoU ECVET.

7. Beneficiary / target groups (in qualitative and quantitative terms):

In qualitative terms, the beneficiaries targeted by ENS and related ECVET MoU and process, are the professionals/trainees/people on the labour market interested to the recognition of learning outcomes and professional qualifications "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager" established by the MoU.

In quantitative terms, during pilot test phase on the endorsement of the MoU ECVET ENS, started with the official signature of the MoU (Vienna, Austria, 1st of March 2013) by the project partners and by other interested organisations, 104 workers and trainees in all participating countries (41 in Italy, 15 in Germany, 15 in Austria, 18 in Spain, 15 in Latvia), have signed a Learning Agreement ECVET: this is, individual agreements among the people interested to the recognition of learning outcomes and professional qualifications established by the MoU, the concerned VET providers and, if requested by national/regional rules on VET, the competent public institutions, to describe and formalise, in compliance with the MoU and

territorial rules on transparency and recognition in force in concerned territories, the learning process in formal, informal and non formal contexts, and the related ECVET credits to be obtained to gain the qualification. After the ENS conclusion, other 40 Italian people have signed the Learning Agreement ECVET ENS.

8. Temporal placement / realisation period:

The ENS LdV ToI project was submitted in January 2011 to Italian LdV national Agency. After its approval, the project is started the 1st of October 2011, during till 30th of September 2013 (24 months). Some project aspects are still operative:

- ECVET MoU signed in Vienna in March 2013 for the "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager", is still functioning and continuously implemented through adhesion of new key actors;
- project website www.europeannaturesystem.eu is still accessible;
- MoU ECVET ENS is included in the examples provided at European level by ECVET toolkit team (www.ecvet-toolkit.eu).

9. Main activity contents:

The ENS work programme was articulated in 8 work packages:

- WP 1 "Management and coordination of project Consortium and work packages"
- WP 2 "Analysis and preparatory researches on the field of professional figures in nature-based and rural tourism"
- WP 3 "Definition of an action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism"
- WP 4 "Design of professional figures in nature-based and rural tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits"
- WP 5 "Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism"
- WP 6 "Pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism"
- WP 7 "Quality management"

- WP 8 " Dissemination and exploitation of project results"
- In fact, the project activities were focused on the preparation of the contents and on the definition and formalisation at European level (Vienna, 01/03/ 2013) of the Memorandum of Understanding - MoU for the professional figures in nature-based and rural tourism, described in terms of learning outcomes (unit/s, parts of unit/s and associated ECVET credit), as well as on the enforcement of the MoU in all participating countries.

10.1 Products and results - General description:
ENS has implemented an **ECVET process really activated**, through **signature and enforcement of a MoU ECVET**, establishing the European partnership and correspondence for the professional qualifications "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager", and for the learning outcomes concerned by transfer, evaluation, and validation processes.
In general terms, the main ENS products and results were:

- the design of the European professional qualifications for the "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager", trans-national document shared by all the participating European partners, describing in terms of activities, tasks, skills, knowledge, competences, units of learning outcomes and correspondence between units and associated credit points, the concerned common European qualifications;
- a model and formalised version of the MoU ECVET containing: an introduction relating to background and general context of MoU, existing provisions for MoU at European level, definitions, general and specific objectives of MoU; the form and content of MoU in terms of participants, purpose, ratification and effectiveness; the qualifications previously designed, to establish the European correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (units, unit parts and related credits); the mechanisms to implement the MoU and for dialogue and administrative co-operation, the regulations relating to nationality, the revision of agreement and notice of termination;
- a model, and an experimental version in compliance with MoU and national/regional regulations on VET in force in the concerned EU territories, for the Learning Agreements ECVET, utilised within the process of putting in transparency and recognition of learning outcomes activated during the project for the MoU experimental enforcement;

- a model for the learning outcomes certification based on Europass Certificate Supplement.

The MoU ECVET ENS is included in the examples provided at European level by the ECVET toolkit team (www.ecvet-toolkit.eu).

10.2 Products and results - Relation with the common European tools Europass, EQF and ECVET, and with the aims and objectives of the **Interpreting our European Heritage** project:

Europass: the main relation between ENS products and results, and the European common tools and principles of Europass Portfolio (Europass CV, Europass Language Passport, Europass Mobility, Europass Certificate Supplement, Europass Diploma Supplement) is constituted by the definition of a Learning Agreement ECVET common model for the European professional qualifications of "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager" (adaptation of the model for learning outcomes certification defined within the previous LdV ToI project "Highlight the Competences"), articulated in several territorial versions in compliance with specific territorial rules on VET in participating countries (*cf.*, ENS common model and its territorial versions:

www.europeannaturesystem.eu/tags/products), based on Europass Certificate Supplement documentation, particularly on Cedefop examples (<http://europass.cedefop.europa.eu/europass>). That because Europass Certificate Supplement is to be delivered, by relevant certifying authorities, to people who hold a vocational education and training certificate (in the ENS case, certifications concerning the "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager" learning outcomes and qualifications) adding information to that which is already included in the official certificate, making it more easily understood, especially by employers or institutions outside the issuing country.

EQF: the relation between ENS products and results, and the European common tools and principles of European Qualification Framework is defined by the project within the description of activities aimed to the analysis and preparatory researches on the professional field of nature-based and rural tourism sector, clearly explaining that the EQF application to the quite diversified professional figures field or cluster of professional figures identified in the different participating Countries, it constitute a fundamental tool to define a common professional perimeter on which to address the ECVET process activation.

ECVET: the relation between ENS products and results, and the ECVET common tools and principles is direct and very significant: not only the MoU activating the ENS ECVET process is the first formalised in EU for European common qualifications in tourism sector, but also the first MoU really endorsed in different territorial VET systems for tourism sector, allowing more effective mobility possibility among them for all the professionals and trainees interested to the recognition of qualification and learning outcomes established by the MoU ECVET.

INTERPRETING OUR EUROPEAN HERITAGE: the "INTERPRETING OUR EUROPEAN HERITAGE" project mentions explicitly ENS as a benchmark ("European Nature System, establishing a MoU in the professional field of rural and nature-based tourism").

10.3 Products and results - Sustainability (the results are **still in use** or **ended**, and because):

The main ENS product and result, this is the **MoU ECVET** for the European professional qualifications of "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager", is still in use and implemented at different levels:

- the ECVET MoU signed in Vienna in March 2013 for the "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager", is still functioning and continuously implemented through adhesion of new key actors;
- the project website www.europeannaturesystem.eu is still accessible;
- the MoU ECVET ENS is included in the examples provided at European level by the ECVET toolkit team (www.ecvet-toolkit.eu).

Concerning the **motivations** of this sustainability of the ENS results and products, it seems that they are still in use and implemented because:

- directly satisfying specific need of transparency and recognition of learning outcomes coming from the market;
- constituting a possible model usable by a territorial public institutions competent in VET to implement the existing provisions in matter of transparency and recognition of learning outcomes and qualifications, also ensuring the portability of them outside the territorial contexts;
- easily transferable in different territorial and sectoral VET contexts, since ENS approaches and tools are directly

borrowed from ECVET framework, and related to the main organisational, technical and qualitative aspects of ECVET process.

10.4 Products and results - Main barriers to the exploitability:

The main barriers to the exploitability of the ENS project products and results are identified at following levels:

- **geographical:** considering the European countries, it seems that the exploitability could also depend from the articulation of the competence in VET between national and territorial authorities (particularly, the regions), because the ENS experience has evidenced that it was more simple and easy to obtain the engagement in the MoU of some regional authorities as the Umbria regions, rather than to achieve the adhesion of national institutions having competence in VET qualification and certification.
- **linguistic:** the MoU ECVET ENS is available only in some EU languages (in English, Italian, French, German, Spanish, Latvian).
- **cultural / technical:** the issues of transparency and recognition of learning outcomes and related European principles and tools (particularly, Europass, EQF and ECVET) are not adequately mastered by key actors representatives and professionals.

10.5.1 Products and results - Likely Transferability (considering the generality of potential European national, territorial and sectoral transfer contexts):

It seems that ENS products and results, and particularly the MoU, are characterised by a high level of transferability in new EU national, territorial and sectoral contexts, for a wide range of learning outcomes and professional qualifications. The assumed high level of transferability in other contexts could be related to the fact that these approaches and tools are directly borrowed from the forecasts of the ECVET framework and of the ECVET Recommendation of June 18th 2009, and relate to organisational, technical and qualitative aspects directly connected with ECVET process, addressed in order to share content and make it easily accessible at European level.

In effect, ENS provides, in particular:

- a model and practical example of Memorandum of Understanding for the establishment of the ECVET partnership, containing, beyond the specific qualification design in terms of units of learning outcomes, a large set of provisions easily adaptable to other qualifications and sectors, this is: an introduction relating to background and general context of MoU; existing provisions for MoU at EU level; definitions, general and specific objectives of MoU; form and content of MoU in terms of participants, purpose, ratification and effectiveness; the EU correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (ECVET credits related to units, unit parts, and concerned qualification); the mechanisms to implement the MoU and for dialogue and administrative co-operation; the regulations relating to nationality, the revision of agreement and notice of termination; it seems also important that the MoU ECVET ENS not contains only competence areas which are commons to all participating Countries, but also - in consideration of the diversified national contexts - specific national "addenda", particularly on competences related to national context, e.g. relating to language);
- models of documents for the transfer and the accumulation of learning outcomes, like the model for the Learning Agreements and the certification model Europass Certificate Supplement on the evaluated results of learning and ECVET unities and points attributed to the beneficiary of the training, easily adaptable to other qualifications and sectors.

10.5.2 Products and results - Specific Transferability (particularly within the "Certified Coaches in Youth Initiatives" project):		
Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
<p>Result 1 : "Memorandum of Understanding ECVET - MoU ECVET ENS" for the establishment of the European partnership and correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts for the EU qualifications "Environmental Educator", "Nature- and Rural Tourism Guide", and "Rural and Agro-Tourism Accommodation Manager"</p>	<p>The MoU ECVET ENS constitutes a prototype and useful experienced reference for each partnership interested to establish the European correspondence for sectoral professional qualifications and learning outcomes to be recognised among European VET systems, not only in tourism sector.</p> <p>In particular, the MoU ECVET ENS seems useful at the aims of the "Certified Coaches in Youth Initiatives" project since containing, beyond the specific qualification design in terms of units of learning outcomes, a large set of provisions easily adaptable to other qualifications (and sectors), included a solution (specific national "addenda" to the MoU) for the competence areas to be defined in different ways across participating Countries (e.g., competences related to national languages).</p>	<p>The MoU ECVET ENS is easily transferable within "Certified Coaches in Youth Initiatives" project, by acknowledging, updating, and adapting its usable contents and approaches, and particularly: introduction on background and general context of MoU; existing provisions for MoU at EU level; definitions, general and specific objectives of MoU; MoU form and content in terms of participants, purpose, ratification, and effectiveness; European correspondence for assessment / transfer / accumulation of learning outcomes achieved in formal/informal/non formal contexts (ECVET credits for units/unit parts/qualification, with common ECVET credits and ECVET credits attributed by specific MoU national "addenda", for competence areas defined in different way across involved countries); mechanisms to implement MoU and for dialogue and administrative co-operation; regulations on nationality, revision of agreement and termination notice.</p>

<p>Result 2 : "Common European Model for Learning Agreements ECVET"</p>	<p>The ENS Common European Model for Learning Agreements ECVET it constitutes a prototype and useful experienced reference for each MoU partnership interested to concretely enforce its MoU to put in transparency and recognise concerned learning outcomes / qualification, particularly for the tourism sector professional field.</p> <p>In particular, the ENS Common European Model for Learning Agreements ECVET, composed by a common European part relating to MoU and to the ECVET principles, and by different territorial integrating parts relating to legislation on professional qualification applicable in concerned territories, it seems useful at the aims of the "Certified Coaches in Youth Initiatives" project, at least the ECVET and MoU related documentation, easily adaptable to other qualifications, sectors, and to all territorial contexts concerned by MoU ECVET enforcement processes.</p>	<p>The ENS Common European Model for Learning Agreements ECVET is easily transferable within the "Certified Coaches in Youth Initiatives" project, acknowledging, updating, and adapting its usable contents and approaches, and particularly the model documentation relating to ECVET and MoU, to be adapted to the concerned qualification and learning outcomes relating to youth work, and to be updated to ensure the MoU enforcement beyond the territorial contexts (in any case, needing to be integrated with the documentation required in each national/regional VET system).</p>
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<p style="text-align: center;">Result 3 : "Common European Model for ECVET Credits Awarding"</p>	<p>The ENS <i>Common European Model for ECVET Credits Awarding</i> 'is articulated in an initial part, containing the models defined by national/regional laws at the aim of training credits awarding in each territory engaged in MoU enforcement, and in a following common part, defined on the basis of Europass Certificate Supplement structure, evidencing in English language, and in each language of concerned territories (IT, FR, DE, ES, LT), the title of the certificates, the profile of skills and competences, the range of occupations accessible to the holder of the certificates, the official basis of the certificates for each concerned territory, the officially recognised ways of acquiring the certificates.</p> <p>The ENS Common European Model for ECVET Credits Awarding is easily transferable within the "Certified Coaches in Youth Initiatives" project since based on the EU common tool Europass Certificate Supplement.</p>	<p>The ENS Common European Model for ECVET Credits Awarding is easily transferable within the "Certified Coaches in Youth Initiatives" project, acknowledging, updating, and adapting its usable contents and approaches, and particularly the model documentation relating to ECVET and MoU, and the parts based on Europass Certificate Supplement structure, to be adapted to the concerned qualification and learning outcomes, and to be updated to ensure the MoU enforcement beyond the territorial contexts (in any case, the ENS Common European Model for ECVET Credits Awarding is conceived to accompany, making it more understandable across EU, the certification documentation established in each national/regional VET system).</p>
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APPENDIX

Documentation sources used for the analysis

Document type	Title	Website
Downloadable ENS public results	<p>Report on preparatory analysis and researches on the field of professional figures in nature-based and rural tourism in Europe</p> <p>Action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism</p> <p>Design of European professional figures in nature-based and rural tourism sector</p> <p>Memorandum of Understanding ECVET for the European qualification in the nature-based and rural tourism sector</p> <p>Common European Model for Learning Agreements ECVET</p> <p>Common European Model for ECVET Credits Awarding</p> <p>Report on ECVET for European qualification in the sector of nature-based and rural tourism: Final release of the whole ECVET pilot test</p> <p>Compendium publication for results exploitation</p> <p>Set of Policy Recommendations</p>	<p>www.europeannaturesystem.eu/tags/products</p>
Cedefop examples on Europass Certificate Supplement documentation	Examples of Europass Certificate Supplement	<p>http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CSupplement/CSEexamples.csp</p>
Examples for establishing a MoU provided at European level by the ECVET toolkit team	Approach taken by the ENS (European Nature System - An ECVET process to put in transparency and recognise across Europe the learning outcomes and the qualifications of the professional figures in the nature-based tourism sector) partners (IT-ES-DE-AT-LV)	<p>www.ecvet-toolkit.eu/site/article_list_ecvetinfo_examples.siteswift?so=site_treeecvet_example&do=site_treeecvet_examples&cgotosession2&d=site%2Fecvettoolkit%2Fbeforemobility%2Fpreparememorandumofunders</p>

The analysed experiences and good practices already implemented on transparency and recognition of learning outcomes and qualifications, and on the ECVET process: The LdV ToI project "Health Tourism"

1. Study / good practice **denomination**:
ECVET - HEALTH TOURISM

2. Project or initiative **type** (e. g: funded within an EU initiative, national framework, etc.):
EU funded project - LIFELONG LEARNING PROGRAMME, LEONARDO DA VINCI Transfer of innovation

3. **Need** for which was defined and realised the study / good practice:

Tourism constitutes one of the most dynamic economic sectors in Hungary and also in Europe, with a very significant occupational relevance. And within the tourism sector and related activities, a growing importance is more and more acquired by the segment of health tourism. Health tourism, or health care tourism refers to a widening range of actions from wellness, medical tourism and new offsets like selfness and soulness.

To satisfy the demand for services and products in this kind of tourist fruition, health tourism offers concrete and expanding job opportunities to a large number of people, in a very broad and quite diversified range of activities and qualifications across European countries and regions. It is often not clearly defined in terms of learning outcomes but also frequently regulated, in terms of access to the training and qualification opportunities, in a way that in fact is very limiting the mobility beyond the VET systems' "borders". There are serious confines of national/regional VET systems, barriers to the mobility within a particular VET system and obstacles to mobility outside formal education - these shall be tackled to enhance permeability.

Thus, the project partners (VET coordinators and providers, research centres, enterprises and non profit associations operating in the field of health tourism, having clear competence on tourism and on VET at local to national level) have agreed that an intervention to elevate transparency and recognise the learning outcomes characterizing health tourism professions, applying and implementing the European tools and frameworks EQF and ECVET, could have a very significant impact.

4. General **aims** and specific **objectives**:

The intervention stated above is based on a professional consensus and it is underlined by all involved partners that it could have a very significant impact on the future operation of the industry and its human resources.

Since one of the main factors of limitation to learning/work opportunities and mobility of health tourism professionals has been identified in lacking definition and certification across Europe of their knowledge, skills and competence, the project intends to apply and implement EQF and ECVET to these professionals. Partners will jointly redefine this field of qualification in terms of learning outcomes, mapping it onto EQF via national qualifications frameworks and systems, designing qualifications in learning outcomes transferable units with credit points allocation, designing related VET programmes with flexible devices to validate, transfer and recognise learning outcomes achieved in formal, informal and non-formal contexts. The process will be based on detailed research and surveying of all types of actors.

Our priority objectives:

- analysis of the health tourism professional figures in European VET systems, classifying them within EQF across participating countries, identification of a common professional perimeter;
- defining an Action Plan to activate an ECVET process for these figures, starting from collection, analysis, adaptation of already realized best practices on transparency/recognition of competence/qualifications, and on ECVET process activation;
- defining professional figure/s in terms of activities/tasks/competence/learning outcomes units/ECVET credits;
- formalizing a Memorandum of Understanding (MoU ECVET) for the professional figures by partners and competent/interested organizations;
- definition of ECVET Learning Agreements describing the training processes in formal/informal/non formal contexts, and related ECVET credits to be obtained, in compliance with MoU, by health tourism professionals, concerned enterprises, training agencies;

- awarding ECVET credits related to verified learning outcomes to involved professionals, utilizing Europass, by concerned training agencies at training end;

- transferring, validation and accumulation of the awarded ECVET credits in sectoral/ territorial VET systems involved in MoU.

Long-term indicator is the number of health tourism professionals with certified knowledge, skills and competence recognized across European VET systems.

5. Territorial/sectoral application **level / context:**

The main context is the VET qualification system in the participating countries and its permeability.

Territorial level /context:

The European countries represented by the partners of "ECVET - HEALTH TOURISM" are **Hungary, Italy, Belgium, Romania and Slovakia.**

Sectoral level / context:

The economic and education sector on which is centred the LdV ToI project is the **health-tourism, wellness and fitness sector.**

6. Involved **partners / developers:**

Applicant co-ordinator: Várnai Oktatási és Könyvvizsgáló Kft.

Involved partners:

- Aris Formazione e Ricerca Società Cooperativa (IT)
- Diesis Coop (BE)

- COLEGIUL TEHNIC "TRAIAN VUIA" (RO)
- Stredná Odborná Škola s Vyučovacím Jazykom Maďarským Szakközépiskola (SK)
- International Wellness Institute - IWI Európa Wellness Oktatási Központ (HU)
- EFEB Üzleti Szakközépiskola (HU)
- Magyar Egészségturizmus Marketing Egyesület (HU)

7. Beneficiary / target groups (in qualitative and quantitative terms):

During the project period results (in particular, the MoU ECVET for the professional figures of the health tourism sector, the concrete possibility to put in transparency and to obtain the recognition of achieved learning outcomes and professional qualification) were applied to a significant target group constituted by **168 employees and trainees (96 in Hungary, 21 in Italy, 17 in Belgium, 16 in Romania, 18 in Slovakia) signed the ECVET Learning Agreement**. They had the possibility to obtain the awarding of ECVET credits related to verified learning outcomes, also utilisation of Europass Certificate Supplement. These users could take advantage of effective perspective of mobility beyond the "system borders" (of national, regional VET systems, barriers to the mobility of workers within a particular educational system; obstacles to workers outside the educational system), having the right to transfer, validation and accumulation of awarded ECVET credits within sectoral and territorial VET systems involved in MoU. It's expected an higher employability and proclivity towards mobility, as well as more availability to join training programs and to attend a period of training abroad. It's also expected an augmentation of mobility both at horizontal and vertical level.

Another target group is constituted by VET providers, enterprises, social partners of tourism sector, public institutions competent in VET and in tourism (since to be involved in MoU). At institutional level, formalization of MoU and its territorial broadening were ensured.

The main indicators to measure the described level of short and long term impact on target groups and concerned sector were:

- **number of organisations adhering to the MoU ECVET: 70**

- **number of workers and trainees** in health tourism sector, interested to put in transparency and recognise learning outcomes concerned by the MoU, directly involved in the MOU ECVET enforcement process; signed the **ECVET Learning Agreement: 168**

The long term impact can be measured in those countries and regions that later join the system.

Another long-term indicator is the number of health tourism professionals with certified knowledge, skills and competence recognized across European VET systems.

8. **Temporal placement** / realisation period:

The project was submitted to "Tempus Közalapítvány" Hungarian National Agency in February, 2012.

After its approval, the project started on **1st November 2012**, and finished on **31th October 2014** (24 months).

9. **Main activity contents:**

Beyond the transversal activities for project management (WP1) and quality (WP7), and for dissemination and exploitation of project results (WP8), the **work programme** of the LdV ToI project "ECVET - HEALTH TOURISM" is articulated in 5 implementation work packages.

Major activities were focused on the MoU ECVET contents (definition of the professional field in terms of learning outcomes, mapping it onto the EQF via national qualifications frameworks and systems, designing qualifications in transferable units of learning outcomes with allocation of credit points), and on its enforcement (Learning Agreements, Credits Awarding, Transfer Validation and Accumulation, through related VET programmes with flexible devices for validation, transfer and recognition of learning outcomes achieved in formal, informal and non formal contexts), as well as on the mainstreaming and multiplication of these results. These activities were carried out with the aim to enhance the mobility of health tourism professionals and to improve their skill levels, contributing to the emergence of generally accepted qualifications and training standards.

The project activities were integrated into Work Packages (WP).

WP1: Management and coordination of project Consortium and work packages

This work package included preparatory activities, communication and information exchange between the partners, planning and monitoring activities. In the initial phase of the project the details of the cooperation among partners had been finalized. In order to make sure that all administrative and financial issues are settled in advance and possible ambiguities concerning the work programme are resolved, the applicant/coordinator organization concluded bilateral partner contracts with each partner. The tasks and responsibilities of partners as well as the resources assigned to them were clearly specified so that a final agreement on the activities was reached in writing. The WP1 contained also included the realization and management of all consortium meetings, and the setting up and maintenance of project website.

A1: Preparatory activities

A2: Project planning activities

A3: Communication, information exchange

A4: Monitoring activities

WP2: Analysis and preparatory researches on the field of professional figures in health tourism

The activities achieved in WP2 were:

- identification, thorough desk analysis and key actors interviews, in a clear and complete manner, of the professional figures field or cluster of professional figures, quite diversified in the different participating countries, operating in health tourism;
- classification of these professional data and figures field within the EQF, mapping all the professional figures operating in health tourism detected in the European participating countries, onto the 8 EQF reference levels via national qualifications frameworks and systems;
- identification of the common European perimeter of professional figures, or cluster of figures, on which the project will focus and activate the ECVET process;

- the individuation of this qualification perimeter focused on EQF level 5 or lower, to ensure, in compliance with the LLP LdV rules that the project has only concerned the field of vocational education and training (VET), and not formal higher education and vocational education and training at tertiary level.

A5: Completion of a desk analysis on needs, background, figures

A6: Surveying and interviews with key actors in each country of concern

A7: Validation and publication of the report

A8: Translation of content to partners' languages

WP3: Definition of an Action Plan for the ECVET process to be activated in the field of professional figures in health tourism

This work package included the activities aimed to define a coherent plan of activities for activating the ECVET process to the perimeter of professional figures in health tourism, defined within the previous WP2. The definition of this ECVET Action Plan had been carried out through the collection, analysis and adaptation of experiences and best practices already realized on transparency and recognition of skills, competence and qualifications, and on ECVET process itself.

A9: Definition of a coherent plan of activities leading to goals

A10: Collection, analysis and adaptation of experiences and best practices

A11: Validation and publication of the Action plan

A12: Translation of content to partners' languages

WP4: Design of professional figures in health tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits

The activities aimed to define the learning outcomes that characterise the professional figures which operate in the sector of health tourism, had been jointly set up during the third transnational meeting of the project, and been developed between the 3rd and the 4th meeting and also had been concluded and validated during the subsequent period.

A13: Definition and description of the learning outcomes

A14: Discussion of findings, finalization

A15: Translation of content to partners' languages

WP5: Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in health tourism

The activities realized at this aim included:

- preparation of a complete draft of the MoU, following the related collected best practices and containing
- an introduction relating to background and general context of MoU, existing provisions for MoU at European level, definitions, general and specific objectives of MoU;
- the form and content of MoU in terms of participants, purpose, ratification and effectiveness;
- the qualifications, designed under WP4, to establish the European correspondence for the assessment, transfer and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (units, unit parts and related credits);
- mechanisms to implement the MoU and for dialogue and administrative co-operation, the regulations relating to nationality, the revision of agreement and notice of termination;
- attesting bodies aimed to be involved in or concerned by the MoU, beyond project partners: the public institutions competent in VET and tourism, social partners and VET providers of the concerned sector at national, regional and local level.
- formalization of the MoU concerning the European professional qualification in health tourism;
- the official signature of the MoU

A16: Preparation of a complete draft of the Memorandum of Understanding (MoU)

A17: Networking to promote the MoU at professional and social partners in health tourism

A18: Finalization of the MoU

A19: Translation of content to partners' languages

WP6: Pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in health tourism

main activity content of WP6:

- Learning Agreements ECVET: definition and signature (by employees and trainees in health tourism sector interested in recognition of their professional qualification, by related enterprises and by concerned VET providers) of the individual Learning Agreements ECVET describing, in compliance with the MoU, the training process in formal, informal and non formal contexts, and the related ECVET credits to be obtained to gain the qualification (ECVET 2nd step);
- ECVET Credits Awarding: awarding to the involved workers and trainees, by the concerned VET providers at the end of the training process, of the ECVET credits related to verified learning outcomes (ECVET 3rd step), also utilizing Europass Certificate Supplement;
- Transferring, validation and accumulation of the awarded ECVET credits in the sectoral and territorial VET systems involved in the MoU, in compliance with national and regional rules on certification ways and procedures, formal, non-formal and informal learning validation, qualification bodies (ECVET 4th step).

A20: Preparation of the pilot testing phase

A21: Signing of Learning Agreements

A22: Pilot testing / Awarding of ECVET credits

A23: Accumulation and validation of awarded credits

A24: Discussion and finalization of the Pilot testing report

A25: Translation of content to partners' languages

WP7: Quality management

Activities in this WP were:

a) Quality planning: shared definition by all the partners of activities and tools to manage and develop project quality in each procedure, phase and in the project as a whole (performance indicators, measuring intermediate and final results achieved with respect to needs of the target groups; monitoring activities and control targets; survey and control times; survey instruments; reporting systems);

b) Enforcement of the Quality Plan and quality control: implementation of planned-in-process monitoring and surveys, with activities of physical monitoring (verification by means of performance indicators and result indicators), financial monitoring (survey and control of expenses in respect of the estimated cost for each partner and phase), technical-scientific monitoring (self-evaluation carried out by coordinators and experts), survey interventions to verify the level of satisfaction of the subjects involved in the various phases of the project and in particular of the addressees and final users.

c) Corrective actions: proposed by any of the partners, evaluated, discussed and approved by the whole Consortium.

A26: Project quality planning (standards, procedures, responsibilities)

A27: Negotiation and adoption of Quality Operative Plan

A28: Quality guidance, controlling and corrections

A29: Completion of Quality Reports

WP8: Dissemination and exploitation of project results

- official project web site (see also WP 1), created during the 1-3. project months, with 3 virtual areas: Consortium restricted area, for project management; Working area open to subjects directly involved in the ECVET process activated by the project (enterprises, social partners, VET providers, workers and trainees in the sector of health tourism across Europe, regional and national public institutions having competence on tourism and on VET); Public area open to all interested people across Europe; each project deliverable for public dissemination level will be published in the web site in all languages

of participating countries (site is still available in 3 languages (English, Hungarian and Italian): <http://www.ecvet-healthtourism.eu/en/Default.aspx>);

- setting up of national ECVET teams in the field of health tourism
- national thematic info-days and focus groups, interviews: in connection with the Consortium project meetings (except for kick off), each hosting partners organised an event for a targeted info block on project results and to ensure a better specification, review of products requirements, allow their adaptation, and was inviting at least 30 participant in each country, including media workers;
- publication on paper and USB keys, in each language of participating countries, of all project deliverables for public dissemination level, particularly for people attending to national thematic info-days ("Info-packs": paper folders and USB keys);
- a compendium publication for results exploitation;
- a set of Policy Recommendations, based on project results, for their transfer to sectoral and territorial decision-makers.

A30: Setting up and linking of national ECVET teams

A31: Translation of "Info-packs" content to partners' languages

A32: Production of "Info-packs" and merchandise

A33: Organization of national thematic info-days and focus groups

A34: Maintenance of databases, mailing lists

A35: Publication, press releases, media communication

A36: Collection and clarification of policy recommendations

10.1 Products and results - General description:

- 6 Consortium meetings (aims: supporting project coordination and dissemination)
- Project web site (aims: Fostering communication, supporting dissemination)

- Report on analysis and research on health tourism in Europe (aims: Clarification of needs, requirements and circumstances)
- Action plan for the ECVET process (aims: Clarification of objectives and means)
- Thesaurus of European professional figures in health tourism sector (aims: Recognition and setting of standards)
- Memorandum of Understanding ECVET for the European qualification in the health tourism sector (aims: Recognition and setting of standards)
- Common European Model for ECVET Learning Agreements (aims: Adaptation of the improved model)
- Common European Model for ECVET Credits Awarding (aims: Adaptation of the improved model)
- Report on the ECVET pilot test (aims: Collection of experiences and lessons learned)
- Project Quality Operative Plan (aims: Securing high quality procedures)
- 5 Quality Reports (aims: Monitoring procedures)
- 5 Infopacks (aims: Information, dissemination, promotion)
- 5 Infoday and Focus groups (aims: Information, dissemination, promotion)
- "ECVET for professionals in health tourism: How to exploit it?" Compendium publication for results exploitation (aims: Information, dissemination, promotion, implementation)
- Set of Policy Recommendations (aims: Dissemination, promotion, implementation)
- Hungarian ECVET-Team in the field of health tourism (aims: Dissemination, promotion, implementation)

10.2 Products and results - Sustainability (the results are still in use or ended, and because):

The main aspect contributing sustainability of project results is the **signature of 70 organisations on the ECVET Memorandum of Understanding**. This permanent agreement can ensure the usage of products and can be the basis of future cooperations or mobility projects.

The signature of 168 individuals on ECVET Learning Agreement is also promote the success of the project, they are the end-users of project results.

The **Policy Recommendations** ensure that the successful project results are submitted to the appropriate decision-makers in regulated local, regional, national level (mainstreaming activities, targeted on public institutions competent in VET and tourism)

Although the ECVET - HEALTH TOURISM project was finished one year ago, the set up **Hungarian ECVET-Team** in the field of health tourism is still standing and sharing information in the concerned field within and outside of its members. Besides, the Policy recommendations sent to Hungarian decision-makers, employees of public bodies and authorities, also to Chamber of Commerce and Industry got positive feedbacks, proofing the fact that transparency and recognition of already acquired learning outcomes is also considered needed and justified for the public sector. Furthermore the system commonly developed by the partnership for identifying and evaluate the needed knowledge, skills and competences of the concerned qualifications in health-tourism sector can be further used in future projects as a justified collection and system for ECVET.

10.3 Products and results - Main barriers to the exploitability:

The main barriers to the exploitability of the LdV ToI project "ECVET - HEALTH TOURISM" products and results are identified at following levels:

- **linguistic:** the analysed European professional figures in health tourism sector and the related MoU ECVET are available only in some EU languages (English, Italian, French, Romanian and Slovakian).
- **cultural / technical:** the issues of transparency and recognition of learning outcomes and related European principles and tools (particularly, Europass, EQF and ECVET) are often not adequately mastered by key actors representatives and professionals.

10.4.1 Products and results - Likely Transferability (considering the generality of potential European national, territorial and sectoral transfer contexts):

It seems that the LdV ToI project "ECVET - HEALTH TOURISM" products and results, and particularly its MoU ECVET model and knowledge-skills-competences scheme structured in Units of Learning Outcomes, are characterised by a high level of transferability in new EU national, territorial and sectoral contexts, for a wide range of learning outcomes and professional qualifications, since these approaches and tools are directly borrowed from the forecasts of the EQF and ECVET frameworks, and relate to organisational, technical and qualitative aspects directly connected with the ECVET process, addressed in order to share content and make it easily accessible at European level. Furthermore the system commonly developed by the partnership for identifying and evaluate the needed knowledge, skills and competences of the concerned qualifications in health-tourism sector can be further used in future projects (for ex. mobility projects) as a justified collection and system for ECVET.

10.4.2 Products and results - Specific Transferability (particularly within "Certified Coaches in Youth Initiatives" project):

Transferable products / results	Why the results are transferable within the "Certified Coaches in Youth Initiatives" project	How the results are transferable within the "Certified Coaches in Youth Initiatives" project
<p>Result 1 : "Thesaurus of European professional figures in health tourism sector"</p>	<p>Even if the competence / professional standard established by MoU ECVET within the LLP - LdV ToI project "ECVET - HEALTH TOURISM" is specifically addressed to a completely different sector (health-tourism sector instead of youth work) and professional field, the <i>"Thesaurus of European professional figures in health tourism sector"</i> is articulated in 3 sections (Section A, about Common European competences transversal to the main professional figures describing activities, tasks, skills, knowledge, learning outcomes units and unit parts, and ECVET credits for transversal training competences in informal and non formal learning; Section B, about Common European competences specific for each one of the main professional figures (including the informal/and non-formal learning) describing activities, tasks, skills, knowledge, learning outcomes units and unit parts and ECVET credits for Cosmetician, Fitness-wellness assistant and Health-tourism manager; Section C, about specific territorial (national/regional) competences for the main professional figures including the Addendum of each partner country (Hungarian, Italian - specifically for Umbria Region, Belgian, Slovakian and Romaninan) of which the first seems very useful at the aims of the "Certified Coaches in Youth Initiatives" project, since indeed focused on one of the main competence areas to be designed within the professional standard for the Coaches, i.e. the competences required for supporting non-formal and informal learning.</p>	<p>The identification and collection of competences required for supporting non-formal and informal learning defined within the <i>"Thesaurus of European professional figures in health tourism sector"</i> is transferable within the "Certified Coaches in Youth Initiatives" project activities (A1-O4) aimed to the definition of the design of the European common competence standard (professional standard) "Coach in Youth Initiatives"</p>

APPENDIX

Documentation sources used for the analysis

Document type	Title	Website
LdV ToI "ECVET - HEALTH TOURISM" project implementation deliverable	"Thesaurus of European professional figures in health tourism sector"	http://www.ecvet- healthtourism.eu/

Strategy of the *Certified Coaches in Youth Initiatives* ECVET action plan

The fundamental aim of the *Certified Coaches in Youth Initiatives* project is constituted by the development and testing at transnational level of an innovative European competence standard and of a common curriculum and learning pathway in youth work field, particularly for coaching of youth initiatives, targeted on professionals, people on labour market or training /studying for youth work. The project aim to ensure recognition and certification of acquired skills and competences across borders of involved EU countries by applying European principles and tools for transparency of learning outcomes and qualifications EQF, ECVET and Europass, and promoting stronger coherence between those and national transparency and recognition tools.

The major activities foreseen by the project at this aim are focused on the definition of the contents of the *Memorandum of Understanding - MoU ECVET "Coach in Youth Initiatives"* (designing qualifications in transferable units of learning outcomes with allocation of ECVET credit points), on its formalisation by relevant organisations (particularly, public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and community and civil society organisations active in youth field, at local, regional, national, and European level), and on its enforcement, endorsing the MoU within concerned NQFs and RQFs, designing a common European curriculum (training standard) corresponding to the competence standard established by MoU ECVET, and designing, organising and realising a coherent transnational joint learning programme (particularly through joint training events and mobility), to be tested within the project for allowing to coaches in youth initiatives and other interested persons across participating countries - on the basis of specific individual ECVET Learning Agreements - the recognition of learning outcomes accordingly to competence standard established by MoU ECVET, and the awarding of ECVET Credits, also utilising Europass Supplement Certificate, as well supporting the mainstreaming and multiplication of these results, in the perspective of its effective implementation for the whole duration of the project, and also beyond.

Thus, the strategy (and also the activities and tools) of the ECVET process starting with the *MoU ECVET "Coach in Youth Initiatives"* supported by the project, seems necessarily to be centred both on the **key actors involvement**, in each country (public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and community and civil society organisations active in youth field, at local, regional, national, and European level), and on methods for **designing professional qualifications** in units of learning outcomes with allocation of ECVET points, in order to enable the certification of learning outcomes gained by concerned people (persons experienced in coaching activities for supporting young people engaged in carrying out youth initiatives, young people already engaged in youth initiatives, professionals in youth work

field, people on labour market or training /studying for youth work) beyond the barriers existing within and among different VET systems.

Concerning the methods to design the professional qualification in units of learning outcomes with allocation of credit points, based on ECVET technical specifications, the project specifies that, to describe the new European common competence standard (professional standard) "Coach in Youth Initiatives" in the youth work professional field, the partners have to proceed defining with a work evidence-based approach the activities, the tasks, the knowledge, the skills, the competences, the units of learning outcomes and the related ECVET credits characterising the common competence standard. The competence standard design will start from the common European perimeter of professional figures, profiles, diplomas and qualifications in the field of youth work, existing in concerned territorial youth work contexts and learning systems of participating countries, in particular within their National and Regional Qualification Frameworks, already analysed and defined by the partners (intellectual output O1), also capitalising the results of studies on competences needed for coaching in youth initiatives (particularly focussing on specific learning methodologies and pedagogical approaches and ICT-based methodologies for supporting youth work and non-formal learning, and open educational resources - OER in the youth field), and following the action plan (particularly in this phase, the methods to design qualification in units of learning outcomes with allocation of credit points, based on the ECVET technical specifications, and on work evidence-base approaches, defined within the intellectual output O2 on the basis of relevant experiences and good practices in terms of approaches, activities and tools, collected, analysed and selected to be adapted and transferred at this aim) to be used by the partners to activate and develop the ECVET process for the new European common competence standard.

The design of the competence standard will proceed defining it in terms of activities and tasks, knowledge, skills and competences, learning outcomes units and units parts, and related ECVET credits, focusing firstly on standard competence elements common to all participating countries, and then on possible subsidiary competence elements specific for each country, taking into account the perspective of the endorsement of the competence standard, when formalised by means of the MoU ECVET, within the concerned youth work contexts and learning systems of participating countries, in particular within their National and Regional Qualification Frameworks. The activity will also focus on the definition of specific ECVET quality standards allowing the issuing in participating countries, at national/regional level, of an ECVET quality label to the verified learning outcomes relating to the competence standard.

Concerning the involvement, in each country, of public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and community and civil society organisations active in youth field, at local, regional, national, and European level, the project focuses on the integration of the

planned technical work on qualification design with the planned process of providing information on quality, relevance and effectiveness of the project results to key actors, and also with planned process to ensure that the successful project results will be transferred to the appropriate decision-makers in regulated local, regional, national and European systems (mainstreaming activities, targeted on public institutions competent in VET and youth) and that these results will be adopted and applied by individual end-users (multiplication activities targeted on persons experienced in coaching activities for supporting young people engaged in youth initiatives, professionals in youth work field, people on youth work labour market or training/studying for youth work, as well as on education and training organisations offering learning opportunities in youth work field, youth organisations, community and civil society organisations active in youth field). This continuing process, supported by the Consortium partners also through Info-days and Focus Groups scheduled in each participating country, will be based on a clear and dynamic focus on user needs and ensuring shared responsibility across all partners and a continuous interaction between them and known and potential end users/beneficiaries, to ensure the exploitation of results through whole project life-cycle and also after its end.

Summarising, the first aspect of this process to be highlighted, it seems constituted by the integration which should characterise, on the one hand, the definition of the MoU contents (and particularly, the design of professional qualification), and on the other hand, the involvement of the key actors who are to be engaged to ensure the endorsement of MoU provisions at national and regional level, within the specific VET systems of youth work field across Europe. In other words, since the signature of the MoU and the related commitment by the key actors, particularly of those which have legislative territorial competence on professional qualification and certification (and also, in this case, of those having competence in youth field), is the first step for an effective transposition of the qualification in the respective territories and then for the effective possibility for individuals to obtain the recognition and certification of related achieved learning outcomes, it seems necessary, to maximise the efficacy of this process, that these key actors are engaged upfront, or as soon as possible, in any case before the starting of the transnational joint learning programme (joint training events and mobility), to be tested within the project for allowing to coaches in youth initiatives and other interested persons across participating countries the recognition of learning outcomes accordingly to competence standard established by the MoU ECVET.

Secondly, considered the great differences existing, especially in terms of legislative competence in professional qualification and certification matters and related rules and procedures, among European VET systems in the participating countries, it seems even more necessary to have a clear look around the articulation of competent and interested public and private key actors in each concerned relevant territorial context.

Activities of the *Certified Coaches in Youth Initiatives* ECVET action plan

The activities foreseen by the *Certified Coaches in Youth Initiatives* project to apply the European principles and tools for transparency of learning outcomes and qualifications EQF, ECVET and Europass for ensuring - within the fundamental aim of developing and testing at transnational level of an innovative European competence standard and of a common curriculum and learning pathway in youth work field, particularly for coaching of youth initiatives, targeted on professionals, people on labour market or training /studying for youth work - recognition and certification of acquired skills and competences across borders of involved EU countries, start from and include principally the activities aimed to define and formalise at European level, to endorse in each involved country, and to enforce at individual level till the gaining of recognition and certification of acquired skills and competences, the Memorandum of Understanding - MoU ECVET "*Coach in Youth Initiatives*".

More in detail, these activities - beyond the preparatory already done and current research activities for the production of the intellectual outputs O1 and O2 about youth work professional field, competences needed for coaching in youth initiatives, and transparency and recognition of learning outcomes and qualifications - entail:

- the definition of the design of the new European common competence standard (professional standard) "*Coach in Youth Initiatives*", utilising the knowledge/skills/competences approach based on learning outcomes established by EQF, also taking into account specificities of concerned territorial youth work contexts and learning systems (intellectual output "*Design of the new European common competence standard "Coach in Youth Initiatives"*");
- the definition and signature of the MoU ECVET formalising the new common competence standard "*Coach in Youth Initiatives*" (intellectual output "*Memorandum of Understanding ECVET for the new European common competence standard "Coach in Youth Initiatives"*");
- the definition of the design of the common European curriculum (training standard) corresponding to the common competence standard established by MoU ECVET (intellectual output "*European common curriculum for the competence standard Coach in Youth Initiatives*");
- the definition of the design and organisation of transnational joint learning programme (through joint training events and mobility) coherent with concerned territorial youth work contexts and learning systems, to be tested within the project for allowing to interested persons across participating countries, the recognition of learning outcomes accordingly to competence standard established by MoU ECVET (intellectual output "*Design of the joint training events and mobility to get the learning outcomes concerned by the MoU ECVET for Coach in Youth Initiatives*");
- the definition of common models for Learning Agreements ECVET, and for ECVET Credits Awarding with Europass Certificate Supplement, to be applied within joint training events

and mobility (intellectual outputs "Common European Model for Learning Agreements ECVET", and "Common European Model for ECVET Credits Awarding");

- the endorsement of the new European common competence standard established by MoU ECVET and of related training standard within concerned territorial youth work contexts and learning systems of involved countries (intellectual output "Report on the endorsement at national level of the new European common competence and training standards for Coaches in Youth Initiatives").
- the delivering of joint training events and mobility across involved country: training activities will be attended by at least 10 professionals, people on labour market or training/studying for youth work, in Italy, France and Hungary.

Considering the issues already highlighted for a strategic approach to the planning of this process - particularly, the opportunity of an earlier and effective engagement in the process of the key actors having competence or / and interest (public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and community and civil society organisations active in youth field, at local, regional, national, and European level) to its implementation, and the related implicit necessity to have a clear and complete awareness of these key actors in each participating country - it seems necessary that the project Consortium, in this phase of the project work, has to share and quickly implement **two specific additional tasks**, to be completed in each involved country, this is the **detection of all relevant public and private key actors** particularly at national, regional, local and sectoral level, and the **organisation and scheduling of a "get in touch" initiative addressed to them**.

As regards these tasks, beyond the significant differences among the VET systems of the countries represented within the Consortium, it's possible also to evidence and define some **common criteria and tools**, easily adaptable and useable by the partners in each specific national context.

Concerning this criteria and tools, the Consortium partners has firstly shared the definition of a "detection grid", which summarize the different typologies of key actors to be involved in the ECVET process started in youth work field by the *Certified Coaches in Youth Initiatives* project, to be filled by each partner for the respective country, and secondly drafted a "sample letter" to be utilised to contact them about their wished involvement.

The "key actors detection grid", articulated in two sub-grids for public and private organisation, and the "engagement invitation sample letter" are presented in the following pages.

Key actors detection grid – Private organisations

Private Organisations															
Employers / Workers Organisations				Youth Organisations				Other community and civil society organisations active in youth field				Education and training organisations providing learning opportunities in youth work field			
National level	Regional level	Local level	EU level	National level	Regional level	Local level	EU level	National level	Regional level	Local level	EU level	National level	Regional level	Local level	EU level
Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination	Denomination
Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:
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E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :
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Sample letter for the involvement of relevant key actors

SUBJECT : Erasmus+ Strategic Partnerships for Youth project "*Certified Coaches in Youth Initiatives*": **Involvement of relevant key actors.**

Dear Sir/Madam,

We are writing to you in connection with a *Key Action 2 Strategic Partnerships for Youth* project that forms part of the EU Erasmus+ Programme 2014-2020, involving the development and testing at transnational level of an innovative European competence standard and of a coherent common curriculum and learning pathway in youth work field, particularly for coaching of youth initiatives, targeted on professionals, people on labour market or training /studying for youth work, applying the European principles and tools for transparency of learning outcomes and qualifications *European Qualification Framework - EQF*, *European Credit System for Vocational Education and Training - ECVET*, and *Europass Certificate Supplement* for ensuring recognition and certification of acquired skills and competences across involved EU countries.

Project Summary

The official title of the project, started in March 2015 and lasting till February 2017, is "*Certified Coaches in Youth Initiatives: Enhancing professional development of coaches supporting youth initiatives, developing and testing a new European competence standard established by MoU ECVET and a transnational common curriculum applied through joint training events and mobility*",

This Erasmus+ project is a *Key Action 2 Strategic Partnership*, i.e. an intervention aimed to "support the development, transfer and/or implementation of innovative practices as well as the implementation of joint initiatives promoting cooperation, peer learning and exchanges of experience at European level" (*Erasmus+ Programme Guide*). This *Strategic Partnership* addresses in particular the youth field-specific priority of "promoting high-quality of youth work" to "professionalise youth workers, building their competences, setting quality standards, ethical and professional codes".

More in particular, the project starts from the consideration that within essential youth work features (young people choose to participate; work takes place where the young people are; young person and youth worker are partners in a learning process) characterising youth transnational initiatives carried out towards the objectives of EU Youth Strategy by means of non-formal and informal learning processes delivered in different forms and settings at local, regional, national, and European level, it takes on great importance the issue of the "coach", i.e. the resource persons supporting young people for carrying out youth initiatives, compulsory if the initiatives are carried out by minors, since having youth work and/or youth initiatives experience to accompany groups of young people, facilitate learning process and support their participation, playing different roles depending on the needs of a given group of young people.

Although fundamental resource person for supporting, remaining outside the youth initiative, the group of young people in the preparation, implementation and evaluation of their project, sustaining quality of learning process and providing an on-going partnership designed to help the group in producing fulfilling project results, and despite many education and training providers offer learning opportunities in concerned youth work professional field, the competences characterising the supporting activities and tasks provided by the "coach" are not yet defined within European countries and, across Europe, learning systems for the professions of youth work show a wide range of sectoral profiles and figures, qualifications and diplomas, often not clearly defined in terms of learning outcomes but also frequently regulated, in terms of access to the education and training opportunities, in ways limiting the mobility beyond systems "borders" (confines of national and regional education and training systems; barriers within different economic and professional fields of a specific territorial system; obstacles concerning recognition of learning outcomes, particularly those coming from informal and non-formal learning).

The lack of a competence standard for coaches supporting youth initiatives, defined applying European principles and tools for transparency and recognition of learning outcomes and qualifications, has both a direct impact on youth work labour market, limiting learning and work opportunities for the coaches, and their mobility across European youth work contexts and learning systems, and a relevant indirect impact on the quality of learning process experienced by the young people engaged in youth initiatives and on the production of fulfilling results in these projects.

Considering this situation and addressing these needs, several education, training and youth organisations, in collaboration with public sector bodies, community and civil society organisations, in different EU countries (in Italy, France, Hungary and Belgium), sustain together an Erasmus+ Strategic Partnership aimed to enhance the professional development of the coaches supporting youth initiatives, by means of the development and testing of a new European competence standard established by means of a Memorandum of Understanding ECVET (MoU ECVET "Coach in Youth Initiatives"), and a transnational common curriculum applied through joint training events and mobility.

More in particular, in terms of objectives and activities, the project:

- has already analysed the youth work professional field across participating countries, the results of studies on competences needed for coaching in youth initiatives, and of experiences and good practices already implemented for the development of them, as well as for designing common competence standards utilising EQF approach, and for ensuring transparency and recognition of learning outcomes applying ECVET process;
- will capitalise and implement these results, and applying the EQF Knowledge-Skills-Competences scheme, define the design of a common European competence standard for the coaches in youth initiatives;
- will formalise, by means of a Memorandum of Understanding ECVET (MoU ECVET "Coach in Youth Initiatives", formal agreement between project partners and other interested public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and

community and civil society organisations active in youth field, at local, regional, national, and European level), the designed common European competence standard;

- will endorse the MoU within the concerned National and Regional Qualification Frameworks of involved EU countries;
- will design a common European curriculum (training standard) corresponding to the competence standard established by MoU ECVET;
- will design, organise, and realise a coherent transnational joint learning programme (particularly through joint training events and mobility, also utilising common models for individual Learning Agreements ECVET and Europass Certificate Supplement), to be tested within the project for allowing to coaches in youth initiatives and other interested persons across participating countries (10 people: 4 Italian, 3 French, and 3 Hungarian people), the recognition of learning outcomes accordingly to competence standard established by MoU ECVET.

It is expected that these activities will enhance the mobility of concerned professionals of youth work sector, contributing to the emergence of generally accepted qualification and training standards.

Why and how the project needs your engagement

As mentioned above, the main activities of the "Certified Coaches in Youth Initiatives" are focused on the involvement, in each Country, of competent and interested key actors, and particularly, beyond the project partners, of other interested public institutions competent on youth and VET, education and training organisations providing learning opportunities in the youth work field, youth organisations, and community and civil society organisations active in youth field, at local, regional, national, and European level.

This involvement is strongly needed because the will of these different categories of key actors has a direct influence on the possibility and on the extension of the envisaged ECVET process: e.g., the participation of the public institutions competent in VET will determine the territorial extension of the application of MoU ECVET provisions, while the participation of education and training organisations, youth organisations, and community and civil society organisations active in youth field is fundamental to ensure to interested professionals and people learning or on the labour market in the youth field, concrete opportunities of application of the MoU provisions in terms of recognition and certification of achieved related learning outcomes and ECVET credits, in compliance with national and regional rules on certification ways and procedures, formal, non-formal and informal learning validation, qualification bodies.

Thus, the project focuses on the integration of the planned technical work on concerned youth work qualification design, with the planned process of providing information to key actors on quality, relevance and effectiveness of the project results, also to ensure that the successful project results will be transferred to the appropriate decision-makers in regulated local, regional, national and European systems, and that these results will be adopted and applied by individual end-users.

In other words, the "*Certified Coaches in Youth Initiatives*" needs your engagement as a fundamental key actor, to verify and qualify our work in progress and results, and to ensure the exploitation of results through the whole project life-cycle and also after its end.

In the light of the above, we gently ask you to allow a meeting between our respective organisations so that we are able to discuss the matter in more detail.

Yours sincerely