



PRACTICAL GUIDE TO USE
THE CAPITALIZATION
TOOLS OF THE PC IMPRESS
PROJECT

Introduction

PC IMPRESS project - Promotion and Capitalization of International Mobility, funded by the Erasmus+ Programme- Key Action 2 (Strategic Partnerships in the field of education, training and youth) has been carried out from 01/09/2014 to 31/08/2017. The partners from 5 different countries in Europe (France, Poland, the Netherlands, Italy and Spain) were involved in the project and all of them work in the field of international mobility.

International mobility projects are now considered all over Europe as a new non formal education opportunity for people to gain new personal and professional skills. The new Erasmus + programme will let more than 4 million Europeans the opportunity to study, train, acquire professional experience or volunteer in a European country in the next seven years.

This partnership considers that people participating in such non formal education experience absolutely need to be supported after their return to facilitate their social and professional integration in their home countries.

The objective of **PC IMPRESS** is to create innovative and concrete tools for participants in international mobility projects that let them promote the skills and competences acquired during that experience as a way to strengthen their employability. PC IMPRESS goal is to highlight the social and professional values gained through the international projects with a relevant methodology and useful tools.

What the partners of the project have observed is that there is a real lack of tools and methods to help people to capitalize and to promote an international experience after their return, so they decided to create and gather useful and practical tools to support their return to facilitate their social and professional integration in their home countries by:

- Creating innovative and concrete tools
- Testing these tools on participants to receive feedback and adjust them
- Transferring these tools to a maximum of organisations working with mobility programmes.

These tools target project managers and people participating in non-formal education experiences abroad after their return from a mobility experience.

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IO 1 – List of existing evaluation tools

The Intellectual Output 1 is the first tool created by the strategic partnership. This brochure consists of a list of local or national existing evaluation tools and methods in each country involved in the PC IMPRESS project (including the EU official tools), concerning the experience and the competences acquired for a participant during the mobility and after coming back from a mobility project abroad.

The main aim is to get a general overview about the local and national existing tools in each country. The document has been created to have an idea of what already exists in the field of capitalization and promotion for people participating in a mobility programme abroad and to share it with other organizations working in education, employment or international mobility.

Each partner involved in the project has sent a local or national list of the already existing tools in their country and put them in common; the partners have selected the most useful ones and European tools:

European Tools:

1. The European skills passport (EUROPASS)
2. European Credit System for vocational education and training
3. Youthpass certificate

Tools provided by the Partners:

1. The mobility booklet
2. The Mobility Passport

3. Midterm evaluation questionnaire
4. Self-reflection tool
5. The mobility evaluation meeting
6. Final evaluation program
7. Evaluation questionnaire after EVS
8. Final Evaluation Form
9. Trainee Assessment Form

The template for description of each tool or method has been divided as follows:

- Name of the tool
- General description
- How to fill it out
- To whom it is addressed
- Type of mobility
- Where to use it
- Applicable for which sector

Tips

These tools are mainly conceived to be used after mobility by the participant. The European skills passport can be used before also.

Links

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Who can use this tool?

Organizations working in international mobilities, employers, job agencies, training centres, and participants who have already participated in a mobility project after their return from an international mobility.

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IO 2- Skills Portfolio

The intention and the reason of the Skills portfolio is to serve as a framework for self-assessment, career planning, and preparation for job interviews. It is designed to help young people taking part in international mobility projects, which will record skills developed during mobility program. It is a personal record of accomplishments that should reflect true abilities, skills and accomplishments.

Most of the participants never categorize what they know in terms of knowledge and skills. School and university graduates absorb a lot of information that is not integrated with knowledge and competencies gained through work and life experience. It is very important for the participant to know how to present and to explain the skills in their job prospects, job interviews and future career opportunities.

The skills portfolio consist of the description of the abilities in each of the skill areas. You give responses to statements that show your competences. You are also invited to give concrete examples of how you acquired this competence, whether during previous experiences or during your mobility project. The aim is to make you think about concrete examples that you could provide for instance during a job interview to justify your skills and valorise your mobility project. Documents are divided: before mobility, during mobility, after mobility and skills glossary.

Tips:

Who can use this tool?

Organizations working in international mobilities, employers, job agencies, training centres, and participants who have already participated in a mobility project after their return from an international mobility.

It is not an evaluation but a self-assessment tool to help you to monitor your own progress.

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IO 3 –European key competences and labour market

Employers' expectations in France, Italy, Poland, Spain and The Netherlands

Knowledge gathered within formal education is awarded with degrees, which are comparable at a National and European level by comparing the degree on the National Qualification Framework and the European Qualification Framework. The labour market is well aware of the value and expectations of formal education and degrees but when it comes to competences and skills developed during work experience, volunteering, internships, mobility's and life experiences in general it is far more difficult to value and capitalize. This applies to both the person who has developed the skills but also the labour market, their future employers.

In order to get an insight into the expectations and needs of the labour market we asked the following question: “What do you think –as an employer- are important skills for people in your organization after they have completed a mobility?”

The partners from 5 different European countries involved in the partnership of the PC IMPRESS project, consider that an international experience helps young people to access to the labour market by developing competences within the following categories:

- Communication in the mother tongue
- Communication in foreign languages

- Mathematical competence and basic competences in science and technology
- Digital competence
- Learning to learn
- Social and civic competences
- Sense of initiative and entrepreneurship
- Cultural awareness and expression

The study has been created using a questionnaire for employers, who capitalize, list and rank the importance, needs and attempts of the labor market. Respondents are local employers from each involved partner country, keeping in mind a balanced mix of age, gender and representing sectors amongst the respondents). These needs are then matched with the attempts of beneficiaries coming back from an international mobility project, in terms of skills and competences. This tool is the result of the questionnaires answered by employers from the 5 countries and will give the mobility participants the opportunity to identify these needs and to compare the skills acquired in the mobility, which can be valorised to the labour market.

The main aim is to get information for the future employees who want to know more about the employer's expectations and to understand the needs of the employers for

Who can use this tool?

Potential Employers, sending and hosting mobility organisations, job seekers and participants of a mobility experience abroad.

mobility participants having completed a mobility experience abroad.

The partnership works mainly on informal or soft skills (transversal skills) which are related to personal and social competences (teamwork, communication, self-confidence, self-management)

In order to get an overview about how the labour market values the skills, the questionnaire was divided into 8 categories. Each of the categories was further divided into practical examples, which were ranked from most important to least important. As in time the expectations and needs of the labour market might change, the categories and practical examples currently formulated within the survey, can be altered in the future in the IT based tool.

In the survey the employers were asked to choose which competences were the most important for his/her company being in mind that we are talking about the acquired skills for people after they have completed mobility abroad.

Calculated by the common vision of all participating countries the following priorities have been given:

1. Learning to learn.
2. Sense of initiative and entrepreneurship.
3. Social and civic competences.
4. Communication in foreign languages.
5. Cultural awareness and expression.
6. Digital competence.
7. Communication in the mother tongue.

8. Mathematical competence and basic competence in science and technology.

Within each of the categories, the following sub-criterion/sub-criteria was/were rated most important:

1. Learning to learn
 - “Eagerness to acquire new skills”
 - “Persevere with learning and is concentrated on objectives”
 - “Know problem solving”
 2. Sense of initiative and entrepreneurship
 - “Can turn ideas into action”
 - “Be team-oriented“ and “Can collaborate with other people”
 3. Social and civic competences
 - “Adapt easily to new situations”
 - “Have motivation to put even more effort in activities”
 - “Demonstrate awareness of the organisations mission and values“,
 4. Communication in foreign languages
 - “Understand written instructions”
 - “Understand and perform instructions from the employer”
 - “Communicate even with limited knowledge of the language”
 5. Cultural awareness and expression
-

- “Understand multicultural and socio-economic differences and act accordingly”
6. Digital competence
- “Know how to use the computer”
 - “Know how to find information in the Internet”
7. Communication in the mother tongue
- “Listen and interact appropriately”
 - “Describe work procedures understandably” and “Set out arguments respectively when discussing with another person”
 - “Can organize and structure my thoughts to create structured reports”
8. Mathematical competence and basic competence in science and technology
- “Can complete simple calculations”

Tips

Broaden your view by not only looking at what the country you visit/visited think is important, but also look at what employers in other countries find to be important!

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IO 4- Framework for capitalization and promotion interviews

This tool and method for capitalization and promotion of the skills is a guide that contains guidelines for mobility participants and project managers to be followed during the final evaluation phase, at the return of young people from their mobility experiences.

This guide aims for being an innovative tool for whoever works in mobility programs and manages young people with fewer opportunities taking part in mobility experiences abroad.

It contains guidelines for youth workers to be followed during the final evaluation phase, at the return of young people from their mobility experiences.

Those guidelines shall facilitate youth workers in:

- Stimulating reflection with the youngsters about their learning path;
- Evaluate the mobility experience itself;
- To switch evaluation meeting in capitalization one;
- To stimulate young people to identify further steps in the future;
- To stimulate the youngsters to discover and valorise their skills and identify skills required by the job market

The guide contains tools, meetings, advices, tips to be

Who can use this tool?

The guide is designed for any person working in mobility programs. He/she would be a youth worker, project manager, mentor, tutor dealing with a final stage of a mobility experience, specifically when participants return back home.

followed once the mobility is ended.

In the guide, project managers will find a collection of tools (already existing and new ones) according to the specific aim of the meeting with some examples of meetings, both individual and collective.

There are different types of tools for different needs:

For evaluation the guide offers a questionnaire, an individual and a collective interview

For capitalization the handbook offers tools for assessing and enhancing competences, preparation for job interviews and skill portfolio.

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IO 5 – Online Platform for capitalization and promotion of International mobility project

This tool is an online platform where the relevant methodologies, useful tools, materials, information and documents collected in every Intellectual Output are included. This mobility experience capitalization platform will be used by the projects Managers and participants involved in a mobility abroad. The main aim is to help them to capitalise and promote the skills gained by the participant at their return from a European mobility Programme.

The objective is to support the project manager and the participants in the capitalization and valorisation of their skills gained in an international mobility project. The on line platform will facilitate the whole process.

The Mobility experience capitalisation platform are divided as follows:

- With one click on “Read more +”, you will be able to access presentations of the project and its various partners.
- Description of the 8 key competences in the European Union. These Keys will allow the participant to evaluate their skills in different situations (during an interview or designing their CV)
- Skills lexicon: Key verbs associated to skills that will help the participant to build he/she CV or prepare a job interview
- Create the SKILLS PORTOLIO. The Skills portfolio allows the stakeholders involved in a mobility project to evaluate and capitalise their skills before, during and after their international mobility abroad
- Tools for showcasing international mobility: allows the stakeholders the access to all the documents created in a project and thus helps the project manager to provide support to their participants in terms of capitalising their skills.

- Toolbox: where the participants and the project managers will find
 - links to language test
 - links to the available tools for evaluating and capitalising skills.
 - a guide to the evaluation and capitalisation interviews
- Upon return from mobility: In this section there is a presentation of the evaluation
- Employer expectations: In this section, there are the results of surveys carried out via consultation with 100 employers across 5 countries (France, Italy, Poland, Spain, the Netherlands).

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Who can use this tool?

All the stakeholders involved in a mobility projects: project managers, participants and the partners' network.

IO 6 – Practical guide for capitalization and promotion for non-formal education workers.

This tool is a practical guide that includes all the created tools within the project and the explanation about how to use them properly. The guide describes the methods, tools and framework for non-formal education project managers to support mobility participants, after their return from international mobility project, to help them to capitalize and promote perfectly their experience and to facilitate their professional and personal inclusion.

Conclusion

We hope this guide will be useful for all the organizations working on mobility programmes and providing pedagogical support to their participants.

Specially created for the project managers, who tutor the participants in an international mobility programme, this guide will help them find easily the way to access to the tools, methodologies and documents created in the PC IMPRESS project and that allow them to provide support to their participants, to capitalize and promote the skills acquired abroad.

This guide also addresses the participants themselves and will help them focus on the different tools, to improve and valorise their skills and identify the ones required by the labour market.