Key Steps towards a MoU (for training providers) - Guidelines

1. Who needs to be involved and why?

- Consider the different scenarios for establishing a MoU and identify the one that best fits your own situation (see MoU Scenarios example - provided separately).

- Clarify who is responsible for each ECVET-related function regarding the qualification(s) or unit(s) of learning outcomes covered by the MoU. These functions are:
  
  - Identifying the unit(s) of learning outcomes suitable for mobility (for example, the training provider who will act as sending organisation).
  
  - Delivering the education and training programme/learning activities preparing for the unit(s) of learning outcomes addressed by the mobility (that is, the host organisation abroad, such as VET school/training centre or company).
  
  - Assessing whether the learner(s) has (have) achieved the expected learning outcomes. According to ECVET principles, the assessment will be carried out and documented abroad; thus, you must clarify which organisation in the host country will be responsible for this task. For example, in the case of work placements abroad, this could be the company or a VET school/centre involved.
  
  - Validating and recognising learners’ credit(s) on their return to the home institution (for example, this could be the training provider who will act as sending organisation but it could also be the responsibility of the national or regional authorities responsible for the respective qualification or training programme).

- Consider whether the partners already involved are themselves competent for these functions or whether it is necessary to involve additional institutions to ensure credit transfer. Note that it is possible that not all roles are previously officially defined for a specific context - for example, in cases where qualifications are not structured in units of learning outcomes. If there are open questions, contact the national contact point for ECVET or via the National ECVET Teams.

- Identify the relevant competent institutions that need to be involved – they are responsible for specific aspects that are important for ensuring credit transfer and recognition. Invite them to join the partnership and to sign the MoU.
2. What are the key aspects that need to be included in the MoU for your ECVET partnership?

- Discuss the key aspects presented in the ECVET Users' Guide - Part 2: Using ECVET for Geographical Mobility (Annex C) and in the draft MoU template prepared by the ECVET Working Group (as well as completed examples) with your partners.

- Discuss and identify the key aspects relevant for your partnership.

- Discuss and decide which key aspects will be included in the MoU and which will be included in Learning Agreements (LAs) (for example, more details regarding the specific mobilities of individual learners).

3. How to prepare the concrete MoU for your ECVET partnership?

- Use the existing template and adapt it to the concrete needs of your partnership.

- Make sure that all relevant issues are written down in the MoU and known by the partners concerned.

- Make sure that the relevant partners sign the MoU and make it available to all partners.