



ECVET Glossary of Terms for Leonardo Mobility

ECVET term	LdV Mobility equivalent	Main differences	Where to find more information/ useful links
<p>Memoranda of Understanding (MoU)</p> <p>A document which is signed by the UK sending organisation and European partner organisations. This document established the credit transfer system and formalises the ECVET partnership.</p>	<p>Partner Agreement/ Letter of Intent (PA/Lol)</p> <p>A document signed by the UK sending organisation and European partner organisations. This document establishes each organisations roles and responsibilities as well as formalising the partnership.</p>	<ul style="list-style-type: none"> • MoU is specific to agreeing the way in which participants learning will be credited during and after the placement. • PA/ Lol can be more general and include all partner roles and responsibilities for the project. • MoU is always required when implementing ECVET into a mobility project. • PA is optional, although strongly recommended by the NA. • Lol are required by the NA before a contract can be entered into. 	<p>The Tool Box available on the ECVET Experts website has some good examples of a Memoranda of Understanding which can be used as a guide when setting up your project partnership.</p>



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<p style="text-align: center;">Learner Agreement (LA)</p> <p>An individual document, specific to each learner, which sets out conditions for a certain period of mobility. This document states that if the learning outcomes are achieved, they will be recognised.</p>	<p style="text-align: center;">Participant Training Agreement (PTA)</p> <p>An agreement designed by the UK sending organisation which formalises the participant’s role during the placement including expectations and placement objectives. This also includes the knowledge skills and competences to be acquired.</p> <p>The participant will also have a copy of the contract between the participant and the sending organisation.</p>	<ul style="list-style-type: none"> • LA is specific to each participant and outlines only the individual participants learning requirements for a set period of mobility. • PTA don’t need to be specific, one can be used for multiple participants and placements. • PTA can be more general in their content and can include expected behaviours during the placement as opposed to being solely focused on learning outcomes. • LA is always required when implementing ECVET into a mobility project. • PTA’s are flexible based on the 	<p>The Tool Box available on the ECVET Experts website has a good example of Learner Agreements which can be used as a guide when establishing your own with your participants.</p>

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needs of the participant, sending organisation and target group. They can be based on the format given in mobility contract annexes or adapted by the sending organisation.



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<p style="text-align: center;">Learning Outcomes (LO)</p> <p>These are statements of what a learner knows, understands and is able to do upon completion of a learning process. In terms of ECVET, these will be agreed prior to the period of mobility and form a fundamental part of the MoU and LA (see above).</p>	<p style="text-align: center;">Placement Objectives (PO)</p> <p>These are objectives set by the participant and/ or UK organisation before or during the placement but can also be acknowledged upon completion of the placement. They vary between participant target groups and the specific aims of the project. They can include vocational skills as well as soft skills such as increased confidence and cultural awareness.</p>	<ul style="list-style-type: none"> • LO need to be agreed between the sending organisation, placement provider and participant prior to the placement in order to be assessed during/ after the placement. • PO may be agreed prior to the placement, during the placement or acknowledged after the placement as part of the project impact. • PO are not part of the crucial criteria whereas with an ECVET project, they are a necessity. 	<p>For more information regarding Learning Outcomes, visit the Frequently Asked Questions page on the ECVET Experts website</p> <p>For more information about the different placement objectives for the PLM, IVT and VETPRO target groups please check the Leonardo website</p>



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<p>Learners Personal Transcript (LPT)</p> <p>This is a document which serves as a record of the learners learning achievements. It contains information regarding: the learners assessed learning outcomes; units and ECVET points awarded. This is the property of the learner.</p>	<p>Record of Achievement (RoA)</p> <p>This is a document issued by either the sending organisation, placement organisation or both, which outlines what activities the participant has undertaken during the placement, what they have learnt and/ or what skills they have gained.</p> <p>This is similar to the Europass Mobility Certificate which is completed during the mobility placement.</p>	<ul style="list-style-type: none"> • LPT are an essential part of an ECVET project as they form the basis of the UK recognition and validation. • RoA are an optional element of an LdV mobility project. Not all organisations use these although they are encouraged to do so. • LPT will refer back to learning outcomes specified in LA (see above) • RoA may or may not refer back to PTA (see above) it may be completed upon completion of the placement as a form of validation by the host organisation. 	<p>For more information regarding Learners Personal Transcripts, visit the Frequently Asked Questions page on the ECVET Experts website</p> <p>To find out more about Europass visit The UK Europass Centre's website.</p>