



European
Commission

EAFA

10
YEARS



Mobility of Apprentices Toolkit

For apprentices



Employment,
Social Affairs
and Inclusion

Table of Contents

Introduction to the Mobility Toolkit	3
Understanding mobility as part of an apprenticeship: some mobility basics	5
Initiation: getting ready for a mobility experience	8
Introduction	9
Steps to follow	10
Checklist	12
Implementation: taking part in the placement	13
Introduction	14
Steps to follow	14
Checklist	16
Integration: capturing and using new skills	17
Introduction	18
Steps to follow	18
Checklist	20



Introduction to the European Alliance for Apprenticeships (EAfA) toolkits

The [European Alliance for Apprenticeships](#) (EAfA) is a flagship initiative of the European Commission. It brings together policymakers and key stakeholders to strengthen the quality, supply and overall image of apprenticeships, while also promoting apprentices' mobility.

Over the years, EAfA has produced online resources, organised activities and events to tackle key issues related to quality apprenticeships. It has also provided EAfA members with opportunities to connect and exchange ideas and good practices. The EAfA toolkits represent a new online resource providing advice and steps designed to support individuals and stakeholders to implement, improve, and assess a measure, activity, action, or programme.

More specifically, EAfA toolkits aim to:

- increase knowledge of key aspects of quality apprenticeships among EAfA members and the broader community of stakeholders involved in vocational education and training (VET) and work-based learning;
- improve the quality of apprenticeships on-the-ground and promote coherent approaches across the EU;
- provide concrete and tailored guidance on specific issues related to quality apprenticeships, directly responding to the needs of different stakeholders;
- encourage mutual and peer learning, including through the promotion of good practices on selected issues.



Introduction to the Mobility Toolkit

Transnational mobility undertaken for learning purposes can be a challenging topic but the rewards for all involved parties can be significant. This toolkit is designed to help you maximise the benefits and avoid the pitfalls of mobility and covers learning mobility experiences in general, beyond the Erasmus+ programme for education, training, youth and sport.

What is a *quality* apprenticeship?

The Council Recommendation on a European Framework for Quality and Effective Apprenticeships (**EFQEA**)¹ **sets out criteria for quality apprenticeships**, to consider when offering apprenticeship opportunities, including in the context of mobility. According to the EFQEA, **quality apprenticeships can be defined as “formal vocational and training schemes that:**

- combine learning in education with substantial work-based learning in companies and other workplaces;
- lead to nationally recognised qualifications;
- are based on an agreement defining **the rights and obligations of the apprentice, the employer and, where appropriate, VET institution;**
- Ensure the apprentice is paid or otherwise compensated for the work-based component.

The EFQEA also stipulates that transnational mobility of apprentices, either at the workplace or in education and training institutions, should be progressively promoted as a component of apprenticeship qualifications.

How did we get here – policy background

Over the past 20 years, the European Union has placed a significant focus on apprenticeships and mobility schemes. This has been supported through programmes such as ErasmusPRO launched by the European Commission in 2016, which was strengthened by receiving additional funding until 2020. ErasmusPRO is a strand of Erasmus+ dedicated to long-term learning mobility of VET learners who spend some time abroad either at a partner VET provider, in a company or another relevant VET organisation. The learning period must include a strong work-based component and an individual learning programme must be defined for each learner². In 2020, the European Parliament³ called on the European Commission to expand mobility programmes for apprentices. As a result, the Erasmus+ programme (2021–2027) was reinforced to address long-term and cross-border mobility opportunities by increasing funds.

The topic of mobility of apprentices and mobility integrating work-based learning opportunities is closely aligned with broader, long-standing EU priorities and initiatives. In 2020,⁴ Member States set a target aiming at 8% of vocational education and training (VET) learners in Europe participating in cross-border learning mobility by 2025. Initiatives such as Erasmus+,⁵ EURES,⁶ European Social Fund+,⁷ ALMA,⁸ etc have promoted mobility opportunities for youth and adult learners across Europe. As mentioned above, EFQEA also calls for the transnational mobility of apprentices to be promoted.

The 2023 proposal for a new Council Recommendation on learning mobility Europe on the move – learning mobility opportunities for everyone⁹ moreover aims to boost mobility in all areas of education and training, including apprenticeships. It does so by inviting Member States to make learning mobility an integral part of all education and training pathways; promoting a lifelong learning mobility culture and fostering cooperation between key stakeholders; increasing efforts to promote mobility opportunities to increase participation; and improving the recognition of learning outcomes.

Interest in mobility amongst EAFA members led to the establishment of a [Community of Practice](#) on this topic and then to the publication of this toolkit.

Who is this toolkit for?

This toolkit provides support and guidance to **apprentices** (and their representative organisations), enabling them to access concrete advice on how to best prepare for a mobility experience, what to expect from it and how to make use of it to strengthen their personal and inter-cultural development and employability, once their apprenticeship has been completed.

Understanding mobility as part of an apprenticeship: some mobility basics

Why be involved in mobility?

Mobility in European VET has a long history, and evidence shows that being involved in mobility brings a wide range of significant benefits for the stakeholders involved.

- If you are an **apprentice** you will have the opportunity to develop a wide range of skills. You can learn new technical skills or enhance ones you already have by learning new practices. You can develop language and inter-cultural skills, and you can build your personal and professional networks – all of which can help you in your personal and work-related life later on.
- If you are a **company**, you can benefit when apprentices bring new skills and approaches into your organisation which can help your company to internationalise. Also, being involved in learning mobility can make your company more attractive to potential employees.
- If you are a **VET provider**, as well as the benefits derived from being able to see your apprentices develop in new ways, mobility helps you to enhance your learning offer to prospective students and can support internationalisation objectives.

Who are the key players?

Along with the **apprentice**, the key players in a mobility experience are what are termed the **'sending' and 'hosting' organisations**. Sending organisations comprise of the companies and VET providers in an apprentice's home country that help to organise the apprentice's placement abroad. Hosting organisations (which can also be companies and VET providers) host the apprentice during their placement. You may also find that intermediary/supporting organisations are part of the picture in your country or region; they can support sending and hosting organisations, enabling mobility experiences to take place by offering services which otherwise companies and VET providers might find it challenging to provide alone.

What are the key stages of a mobility experience?

While it is natural to focus on the placement abroad when thinking about transnational mobility, good preparation and finalisation of the experience, when the apprentice is in their home country, are equally important to the success of the entire venture. In terms of the 'effort' required to obtain successful outcomes, arguably the first and final stages are the most important. A well-designed and prepared mobility experience should, in some respects, 'run itself' with little need for intervention to make adjustments (though some minor adjustments are inevitable); a well-executed finalisation stage will ensure that the maximum benefits are obtained for all parties concerned.

This toolkit guides stakeholders through a three-stage mobility journey – initiation, implementation and integration – presenting resources relevant to all three stages. However, it is important to keep in mind that the three stages of apprenticeship mobility are part of the same journey. Taking all appropriate steps during the initiation stage can help ensure the successful implementation of mobility opportunities, which can result in better long-term results in the integration phase.

How long can a mobility placement be?

The actual length of time an apprentice will spend abroad can vary. For example, if mobility periods are supported with funding **from Erasmus+**, it can be 'short-term', meaning it will last up to 3 months, or 'long-term', which takes 3 to 12 months¹⁰. Other durations are possible where other funding sources are used. Short-term apprenticeship mobility placements are generally easier to organise and are therefore more common¹¹ but longer-term placements offer more opportunities to acquire a wider range of skills or to develop them more deeply.¹²

Mobility under the Erasmus+ programme

Under [Key Action 1: Learning mobility of individuals](#), the Erasmus+ programme supports mobility activities for both learners and professionals. Mobility activities under Erasmus+ can take different formats:

- **Short** (10 to 89 days) **and long-term** (90 to 365 days) **learning mobility**: spending a period learning abroad at a host VET provider/company;
- **VET skills competitions** (1 to 10 days): supporting learners and accompanying staff (e.g. mentors) to participate in international sectoral competitions to showcase their skills, exchange experience, know-how and practices;
- **Group mobility**: a new format available from 2024, providing the possibility to organise group mobility for VET learners, including apprentices¹³ under Erasmus+.

All mobility projects funded by Erasmus+ should:

- support **inclusion and diversity**, by supporting participants from all backgrounds;
- promote **environmentally sustainable and responsible practices** among participants;
- contribute to the **digital transformation** by integrating digital tools and learning methods;
- encourage **participation in democratic life** by helping participants to develop participatory, as well as social and inter-cultural competences, critical thinking and media literacy.

What role do digital tools have in mobility?

Since the COVID-19 pandemic, digital tools have become an established part of the toolbox that learners, VET providers and companies use on a daily basis. But what role should they play in mobility? Evidently, digital tools cannot and should not replace the actual experience of going abroad but they can be an essential tool in every stage of a mobility experience. They can enable sending and hosting organisations to initiate mobility periods and to keep in regular contact during a mobility exchange to ensure its smooth running. They also make it possible for apprentices to have initial discussions with potential hosting companies and to keep in touch with their sending organisations when they are abroad.



The three stages of your mobility journey

Stage 1

Initiation

Getting ready for a mobility experience



Step 1

Identifying your mobility experience



Step 2

Receiving, signing and understanding a mobility agreement and other relevant documents



Step 3

Familiarising yourself with your host country and company

Stage 2

Implementation

Taking part in the placement



Step 1

Understanding your rights and obligations, and resolving disputes



Step 2

Making the best out of a mobility experience through social and professional integration



Step 3

Working with companies and VET providers to achieve your learning objectives

Stage 3

Integration

Capturing and using new skills



Step 7

Showcasing the knowledge and skills developed through a mobility experience



Step 8

Giving something back

Initiation:

getting ready for a mobility experience



Introduction

Why should I do a mobility period?

Taking part in a transnational mobility placement can be a **life-changing** experience. Working abroad in another company will help you develop a range of technical and soft skills. It can open your eyes to new business processes and work cultures, which will help prepare you for your future career¹⁴. Living in another European country will expose you to new cultures and languages. It can allow you to contribute become more independent and can develop your communication and interpersonal skills, as well as competences such as adaptability and multiculturalism¹⁵. You will also develop wider, international personal and professional networks which can be invaluable in later life.

How will my mobility experience fit into my apprenticeship?

As an apprentice interested in a mobility experience, you might find yourself in one of the following possible situations:

- You might be learning and working in a company and/or with a VET provider who offers mobility placements abroad during the apprenticeship and who will support you throughout the process.
- You might be seeking to do a mobility placement more independently – you might be a recent apprenticeship graduate for example – and be looking around for opportunities.

You should be aware that, in most apprenticeship schemes, mobility abroad is voluntary and not a mandatory part of the training programme. Also, it can be difficult for employers to release apprentices to take part in mobility experiences because they will need to organise cover for you and/or reorganise workflows; and VET providers will need to consider how your period abroad fits into their course timetables. Being aware of these issues will make it easier when it comes to preparing for your mobility experience because you will know better the opportunities and constraints faced by your employer/organisation and VET provider.

Be prepared!

Good preparation is essential if you want to make the most of your mobility period and unlock the benefits they have to offer. In essence, you can't be prepared enough! You should get as much information as you can about what a mobility experience would mean for you, and ask yourself how you would feel about living, learning and working in the countries and companies where you might do your placement. You should also start talking to your 'home' company and VET provider as soon as possible, so that they can help you prepare.

Transnational mobility can be a life-changing experience



Steps to follow



Step 1

Identifying your mobility experience

Good preparation is key to a successful mobility experience. As noted above, your mobility experience may already be organised as part of or within one year from graduation, but if you are looking for mobility experiences yourself, you need to see what opportunities are available and weigh up the pros and cons of going to different companies and countries.

As a first step, you can consult your [National Erasmus+ Agency](#), as Erasmus+ supports work placements or study periods abroad for students currently enrolled in VET/apprenticeship programmes and recent graduates. Often applications are through organisations and not for individual persons in Erasmus+. Your own country might also offer mobility schemes, that you can participate in – for example Cedefop has compiled a [list of mobility schemes](#), other than Erasmus+, available to VET learners across Europe, but you can also take a look at the [EAFa Factsheet on Financial support to apprenticeships in the EU](#), which includes examples of funding schemes for individuals.

If you are interested in **exploring different apprenticeship opportunities** that are available across Europe on your own, make sure to check [the EURES job portal](#). This website offers [hints and tips for jobseekers](#) on practical and legal aspects of mobility (e.g. the legal documents usually required to move abroad).

If you need to apply for a mobility period, you may also need advice on **how to improve your CV and fill in a compelling application or letter of motivation for the placement**. Again, the EURES job portal and Europass can help with this.

Intermediary organisations also exist in many countries and regions that are specialised in (long-term) apprenticeship mobility or specifically designed grant schemes that are worth exploring. The box below provides just some of the examples of intermediaries that can be found across Europe. Search online to see if one exists in your country; they may be able to help you.

Spotlight on mobility intermediaries

In some countries, there are organisations called intermediaries that can provide support to young people and adults wishing to pursue opportunities abroad. Typical services they offer include: help with finding funding and a suitable work placement; organising accommodation; clarifying any legal and administrative arrangements; organising language learning; and even putting together cultural programmes to help apprentices 'acclimatise' to their new environment.

Examples of intermediaries from across Europe:

- [The International Young Workers Exchange \(IFA\)](#) is an Austrian organisation with a long tradition of assisting all types of apprenticeship mobility. There is a call for apprentices to participate in an apprenticeship abroad two or three times a year, and the [IFA guides](#) apprentices throughout their process and stay.
- [Travel to Farm](#) is a nonprofit agricultural exchange organisation based in Denmark that sends and hosts young farmers from all over the world. They support them throughout the process – from application to return. They also advise on available national and private grant schemes for individuals in Denmark.

Other organisations act as facilitators by promoting mobility in their respective country and/or across Europe. For example, [Euro app mobility \(EAM\)](#) promote long-term mobility for VET training centres in France, while also aiming to improve the quality of long-term mobility in Europe through the [My Apprenticeship in Europe \(MONA\) project](#). EAM has developed several helpful tools, including:

- an [international mobility passport](#) (in French) providing key information for young apprentices interested in mobility.
- [MOVING SKILLS](#), an online platform that aims to build a network of international actors apprentices' mobility.



Receiving, signing and understanding a mobility agreement and other relevant documents

Step 2

Once the apprenticeship placement has been secured, it is crucial that you receive a **mobility learning agreement** defining your rights and obligations and other important elements of your apprenticeships, such as learning plan which should set out clearly the objectives for your placement (the knowledge you will acquire and skills you will learn through your mobility experience) and the roles and responsibilities of each of the parties to the agreement.

You should **read, study and sign the mobility agreement** and other provided documents. If you do not understand some parts or need more clarification, do not hesitate to discuss them with your VET provider, the sending or hosting company, or your caregivers.

It is also essential to make sure you understand **your rights and obligations as an apprentice on a mobility experience**, as the rules might be different in the country you will be moving to. Your mobility agreement might include information on this, but there are other resources you can use.

- Contact your host company/VET provider to ask for more information or for them to tell you where to find it.
- Check the intermediary organisations or National Erasmus Agencies' websites to look for more information. For example, the [National Agency Education for Europe at the German Federal Institute for Vocational Educational Training](#) (NA at BIBB) has created, in German, [a website for young people to inform about practical learning experiences abroad](#).
- Search for your host country on this [website](#) offering country fiches with helpful information on the legal status of apprentices and the level of remuneration provided. However, as rules and regulations on apprenticeships in the host country do not always apply to apprentices on mobility, it is very important that your sending and hosting organisations agree on who will be responsible to make sure your rights are respected while on mobility (e.g. ensuring you receive your wage, that you can benefit from social security coverage, etc).
- If you participate in a mobility activity under Erasmus+, you can check the [Erasmus+ Student Charter](#), which informs participants about their rights and responsibilities.

You should also ask your VET provider and the companies involved if they could send you any workplace codes of practice or company mission statements. These will help indicate to you their corporate values and norms.



Familiarising yourself with your host country and company

Step 3

While you are organising your apprenticeship placement, you should equip yourself with enough information and knowledge about both your host company and host country to ensure you have a good understanding of what you are likely to encounter. As well as finding out about where you'll be working, you should also find out about day-to-day life, and the new culture and language you'll be experiencing.

To **get ready for living in a host country**, you should:

- Find out in advance about **formal aspects** like the housing situation, and legal and administrative formalities – such things can fundamentally affect how much you will enjoy your placement. Friends and family who know your target country can of course be helpful sources of information, but a wealth of objective information is also available on [the EURES website](#), which provides tips on moving abroad.
- Make sure you are equipped with **the basic language skills** you will need, regardless of the main language of the apprenticeship, by following a host country language course. Erasmus+ has a [dedicated platform for language learning](#) and some host companies also provide language courses, so it is worth checking with them about that possibility.
- Take stock of the **informal and less tangible** things you are likely to experience during your placement. 'Culture shock' can be a real phenomenon, so you should get some insights as to what you're likely to experience during day-to-day activities like shopping or when socialising. It is just as important that you are happy outside the workplace as in it. Find out as much as you can before you go, but also find out about any organised social or cultural activities your host company might provide. You also might be able to talk to previous apprentices about these aspects before you go.

To familiarise yourself with the **host company**, you should:

- Find out what **support services** they offer before you formally start your apprenticeship. These services are usually informative and introductory meetings about the company and host country, language courses or practical legal and administrative information that can help you feel more confident before you move and start your life-changing experience. Take part in all organised activities beforehand and carefully read all provided information packages!
- Always ask a **trusted person** (mentor, caregiver, teacher) to explain elements that seem confusing or unclear. If you get the chance, contact your host company early and see if you can informally link up with the people you will be working with beforehand, e.g. via social media.

Checklist

Have you already followed all the steps and are you ready for your mobility experience? Fill in the checklist below and see!

Steps	Yes	No	Comments
A Browsing the EURES job portal or checking Erasmus+ sites in your country for apprenticeship opportunities	<input type="radio"/>	<input type="radio"/>	
B Contacting national intermediary organisations to ask for support and guidance	<input type="radio"/>	<input type="radio"/>	
C Receiving and signing a mobility agreement after finding the mobility opportunity	<input type="radio"/>	<input type="radio"/>	
D Reading tips about moving abroad on the EURES website or any other relevant website	<input type="radio"/>	<input type="radio"/>	
E Following a language course	<input type="radio"/>	<input type="radio"/>	
F Going through the preparatory materials on the host country/company	<input type="radio"/>	<input type="radio"/>	
G Participating in activities organised by the host company	<input type="radio"/>	<input type="radio"/>	
H Discussing with a trusted person issues related to your mobility experience and moving abroad.	<input type="radio"/>	<input type="radio"/>	

Implementation:

taking part in the placement



Introduction

Participation in a placement abroad is a pivotal moment of your mobility journey. As an apprentice, you will have the opportunity to engage in enriching learning and professional growth experiences in a new environment and culture. During this stage, you will gain insights into different work cultures, develop practical skills and often face the challenges of adapting to unfamiliar surroundings. To ease your transition during the mobility experience and make the most of it, there are several practical things you can do.

Steps to follow



Step 4

Understanding your rights and obligations, and resolving disputes

As mentioned in the step above, the cornerstones of your mobility experience are learning agreements. It is essential that you understand the rules and requirements associated with your mobility experience and these should have been made clear when you were preparing for your mobility experience. But sometimes things might not be clear, or issues might emerge during your mobility period. In these cases, you will need to talk to your supervisor about them.¹⁶

In addition, there are sources of advice that you can use.

- Your **teacher/trainer** back in your sending organisation may be able to help, as will your **mentor** in the company, if you have one.
- You can also reach out to **trade union representatives** for guidance. Trade unions can advocate for your rights, provide valuable information about workplace regulations, and offer support in case of disputes, ensuring that you have a safe and fair work environment.
- **Student unions** can be a helpful source of information and support. If you're a student studying abroad, do not hesitate to check out the local student union(s), as they might have resources for you to understand your rights in your host country better. **For example**, you could look up student unions across different countries through this interactive map developed by the [Organising Bureau of European School Student Unions \(OBESSU\)](#) for an overview of your rights in your host country. You can also check the [European Apprentices network site](#). They are there to help.



Step 5

Making the best out of a mobility experience through social and professional integration

To ensure the best mobility experience, it is crucial to engage in available social and professional activities. Social integration is just as important as professional integration, and it can be facilitated by the following ways below.

- **Contacting local student unions or youth organisations** in the area to help you with getting information on your new place of living. You can also see whether there is a local section of the [Erasmus Student Network \(ESN\)](#) in your host country, as they might be able to tell you more about the local culture, as well as activities or events you can join.
- **Engaging with your peers at the workplace** can give you practical information on working and living in the country. Company or VET provider's **welcome activities and buddy systems** are beneficial in developing a sense of belonging and meeting new people. Participating in these types of activities should smooth your transition in a new environment and help with your wellbeing when abroad. There is an [online platform](#) matching international students and local students for a buddy programme in the EU. Maybe you can find a buddy there!
- Ideally, **having a mentor or supervisor** from the receiving and the sending organisations. If you face any issues, you should be comfortable to speak with that person. It is important to discuss issues as soon as they emerge, as this will allow you to solve them on time. A weekly catch-up meeting with the mentor / supervisor, can ease your initial struggles and show you there is always someone you can rely on.



Working with companies and VET providers to achieve your learning objectives

Step 6

As an apprentice, it is crucial to collaborate with both the company and VET providers to establish and meet learning objectives and effectively execute learning agreements. Having clear and concise learning and working objectives is a vital component of a successful mobility experience.

Once the setting-up phase is completed, it is essential to monitor the progress and learning objectives throughout the mobility period. Both the supervisor and the apprentice should work together to ensure that there is flexibility in the learning objectives and to keep the sending institution updated on the progress made during the mobility experience. Additionally, some intermediary organisations may organise internal feedback sessions to ensure that the expectations of apprentices and companies are aligned.

To ensure successful learning objectives, you can keep in mind certain best practices:

- **Seek help from former apprentices** who have experienced mobility. Many companies have testimonials dedicated to mobility, and they might give you insights to better prepare you on what to expect. For example, the [LTA EuroApprentices](#) is a network bringing former Erasmus+ participants together to share their own experience of mobility abroad. Intermediary organisations might also be able to put you in touch with other apprentices with mobility experience. [IFA](#) includes some video testimonials (in German) of apprentices who took part in mobility.
- It is important to **work closely with your supervisors and mentors** throughout your mobility period. Don't be afraid to speak up if you feel that the learning objectives are too challenging – or indeed not challenging enough! This will help ensure a positive experience for both you and the company.
- **Keeping track of your progress** throughout your mobility experience is essential. It helps you identify areas where you have improved and areas where you may need to focus more attention. Your host company may have a monitoring system in place which might involve logbooks for example, but don't be afraid to make suggestions as to how you might want to record your progress in addition to such methods, e.g. video diaries. You might also want to capture personal development opportunities that are additional to those in your learning agreement, such as those outside the workplace.



Checklist

Have you already followed all the steps to make the most out of your mobility experience?
Take a look at the checklist below and make sure you are on track.

Steps	Yes	No	Comments
A Understanding the rules and requirements associated with your mobility experience	<input type="radio"/>	<input type="radio"/>	
B Using available resources if you need more legal information or have some disputes (e.g. mentor, teacher/trainer at the sending organisation, trade union representative as applicable)	<input type="radio"/>	<input type="radio"/>	
C Participating in the activities organised by the hosting company	<input type="radio"/>	<input type="radio"/>	
D Contacting local student unions, organisations or European Students/learners networks as relevant to socialise and learn more about your new country	<input type="radio"/>	<input type="radio"/>	
E Constantly monitoring your progress during your mobility period	<input type="radio"/>	<input type="radio"/>	
F Checking whether the VET provider has mobility testimonials to help you navigate through the learning agreements	<input type="radio"/>	<input type="radio"/>	
G Working closely with your supervisors and mentors throughout your mobility period	<input type="radio"/>	<input type="radio"/>	

Integration:

capturing and using new skills



Introduction

A mobility experience has the potential to have a positive impact on your future training and job opportunities. Once your placement abroad has come to an end, there are a number of key steps to take to make sure this happens.

Steps to follow



Step 7

Showcasing the knowledge and skills developed through a mobility experience

During your stay abroad you will have developed a range of skills – both technical ones related to your apprenticeship (you may have augmented some of your existing skills or developed new ones) and other, more generic skills such as teamwork or language skills. It is important to **identify and document all of these skills** with the support of your supervisor, so that you are able to use them for your future jobs or applications for further education or training.

There is also the question of formal **recognition or validation of learning** during your placement to consider. At the EU level, the 2018 Council Recommendation promoting automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad aims to tackle the uncertainty around recognition procedures. The Recommendation states that learners have a right to have their learning outcomes from a period abroad recognised in their country of origin, as long as that these are broadly in line with those in the national curricula of that country. You may be in a situation where your mobility experience counts as part of your qualification, but often it will not. In any case, it still represents a valuable supplement to your apprenticeship. In case, formal mechanisms for validating and recognising skills (so that you gain credit as part of a qualification) may not exist, it becomes all the more important that you use a range of methods as described below:

- **Receiving a certificate or a letter from the host employer:** Depending on your apprenticeship and the practices of your sending and receiving organisations related to mobility, as a minimum you should receive a certificate or a letter from the host employer that testifies to your participation in the mobility period and specifies the learning objectives you achieved. In coordination with your sending and host organisations, you could also consider filling out the [Europass Mobility Template](#), which allows you to outline the skills you acquired during your mobility experience as well as any courses you attended. Keep in mind that, for mobilities funded by Erasmus+, the creation of the Europass certificate is an obligation of the sending and hosting institution.
- **Reflecting on your own experiences:** There may be other skills you have developed, besides technical knowledge and competences, such as those developed outside the workplace like greater independence and inter-cultural skills. Identifying these skills may require some self-reflection on your experiences. Sometimes self-reflection is not an easy or straightforward process, and it can help to talk things through with a specialist. They will be able to unpack and identify all the skills you have developed, including the ones you might not have realised you have acquired! You may be able to arrange a session with a relevant individual in your sending organisation – e.g. a member of the human resources (HR) section of a company or a guidance counsellor in a VET provider, who will likely have expertise that can support you in this process.
- **Updating your CV:** Once you have identified and captured every aspect of skills development related to your mobility period, you should update your CV. Try to be as concrete as possible when demonstrating what skills you have acquired. You may want to consider creating a [Europass e-portfolio and CV](#), as it provides a comprehensive overview of your skills and qualifications, and offers a range of tools and resources to help with your career development.
- **Being supported by your host company:** You should also ask your host company for recommendations or reference letters describing the progress that you have made. These letters might be very useful for your future employers, as it will provide them with a first-hand account of your personality and work ethic. Lastly, you can ask your host employers or your VET provider to issue a [European Digital Credential for Learning](#) for you. These are standardised certificates that describe your skills and how you developed them – e.g. through classes, projects, specific activities, etc. They can help you not only showcase what you can do, but can make sure that your skills are certified and save this information regardless of what happens to the company or VET provider that gave you the credential.

Good practice – assessing transversal and soft skills

Aside from specific and technical competences, mobility can help apprentices to develop their transversal and soft skills. It is therefore important that hosting/sending organisations provide you with the opportunity and tools to highlight these skills too.

For example, the [AKI project](#) by FGYO, BIJ, LOJIQ and OFQJ as well as the Walloon Business Union (UWE) provides a tool for apprentices to test and showcase the transversal competences they acquired through their mobility. The project focuses on five competences typically acquired in an international mobility experience: open-mindedness; adaptation to change; interpersonal relations; sense of responsibility; and self-confidence. The AKI assessment kit includes a questionnaire for participants and a follow-up sheet for supervisors apprentices, so that apprentices and their tutors can reflect on the outcomes of the mobility experience. An [app](#) has also been developed (AKI-App) for ease of access.



Giving something back

Once you have finished your mobility experience, there is a great opportunity to **share your experiences** and help future apprentices like you who want to embark on their own placements abroad.

Step 8

Companies, VET providers or intermediaries might ask you to provide **feedback**, for example, through a survey or perhaps through other less formal methods. Whatever the method, the information you provide is very important because it can be used to improve mobility offers in the future.

You might also be contacted by your company, VET provider, National Erasmus Agency or any national intermediary organisation involved in your mobility to **share your journey** via video or posts on social media. If you are interested, you should take part as you may motivate other young people to embark on a similar journey and promote these opportunities.

**Share your mobility journey with others
and become a mobility ambassador**

Checklist

Have you successfully completed and followed up on your mobility experience? Fill in the checklist below.

Steps	Yes	No	Comments
A Receiving a certificate or a letter from the host employer that proves your participation in the mobility period and specifies the learning objectives you achieved	<input type="radio"/>	<input type="radio"/>	
B Consulting with the HR specialist or guidance counsellor to identify and document newly developed skills	<input type="radio"/>	<input type="radio"/>	
C Updating your profile and CV with occupation specific and transversal skills developed	<input type="radio"/>	<input type="radio"/>	
D Updating relevant social media (e.g. LinkedIn) profiles and asking your sending/host organisation and/or mentor to endorse them	<input type="radio"/>	<input type="radio"/>	
E Obtaining recommendations or reference letters from the host employer	<input type="radio"/>	<input type="radio"/>	
F Cooperating with your host employer and/or VET provider to explore existing Europass career tools (e.g. Europass Mobility Template European Digital credentials)	<input type="radio"/>	<input type="radio"/>	
G Filling in feedback/evaluation forms about your experience	<input type="radio"/>	<input type="radio"/>	
H Sharing your mobility story for promotional activities	<input type="radio"/>	<input type="radio"/>	

References

1. Council Recommendation of 15 March 2018 on a European Framework for Quality and Effective Apprenticeships OJ C 153, 2.5.2018, p. 1–6
2. [Erasmus+ Mobility for learners and staff in vocational education and training](#)
3. European Parliament Resolution of 17 December 2020, on the Council Recommendation on vocational education and training for sustainable competitiveness, social fairness and resilience. Available at: <https://op.europa.eu/en/publication-detail/-/publication/0115ac19-42a4-11ec-89db-01aa75ed71a1/language-en/format-PDF/source-search>
4. OJ C 417, 2.12.2020, p. 1–16.
5. <https://erasmus-plus.ec.europa.eu/>
6. https://eures.ec.europa.eu/index_en
7. <https://ec.europa.eu/european-social-fund-plus/en>
8. <https://ec.europa.eu/social/main.jsp?catId=1549&langId=en>
9. <https://erasmus-plus.ec.europa.eu/document/proposal-for-a-council-recommendation-europe-on-the-move-learning-mobility-for-everyone>
10. [The Erasmus+ Programme Guide | Erasmus+ \(europa.eu\)](#)
11. Joint declaration on strengthening cross-border learning in VET of chambers of commerce from AT, DE, LU, BE, CH (2023)
12. <https://op.europa.eu/en/publication-detail/-/publication/0115ac19-42a4-11ec-89db-01aa75ed71a1/language-en/format-PDF/source-search12>.
13. Group mobility involves a group of learners who spend one month learning together abroad accompanied by a teacher or another authorised person from the sending school.
14. <https://op.europa.eu/en/publication-detail/-/publication/99c9c4a1-f8b8-11eb-b520-01aa75ed71a1/language-en>
15. <https://op.europa.eu/en/publication-detail/-/publication/99c9c4a1-f8b8-11eb-b520-01aa75ed71a1/language-en>
16. In cases of dispute your hosting company should have a dispute resolution process in place which you can get information on.



