MOBILE Quality Cycle

Planning : Preparation Phase

Key Questions	Sending/Host Organisation	Learner	Teacher/Trainer	Mentor
How is selection made? *Planning*	Choose country/host organisation according to mobility objectives	Select learners according to selection criteria Identify training needs Agree individual training programme	Select accompanying teachers Identify training needs	Identify workplace mentors Identify training needs
What Preparation & Training of participants is planned? *Doing*	**Social, intercultural, enterprise, language training for learners** **Teacher training module** **Mentor training module** **Peer group meetings**	**Peer group Preparation courses**: Language training (ELP) Intercultural awareness Enterprise, key competence training Expectations/Behaviours	**Training for mobility-** roles/responsibilities Language training Health & Safety/safeguarding training Cultural awareness **Job Shadowing**	**Mentor training** **Job shadowing**
How are quality outcomes ensured? *Doing*	Define placement objectives in terms of skills/competences to be developed Establish contracts-sending/host organisations & enterprises. Agree Learner Training programmes	**Peer mentoring group** Learner contract Individual Training plan **Learner Competence Card**	**Teacher competence card** Teacher Handbook	**Mentor Competence Card**

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MOBILE Quality Cycle

What Support is provided? *Doing*	Partner contracts Enterprise contracts	**E Learning platform** **Peer mentor group meetings**	**Seminars** **Support networks** E-Learning Platform	**Teacher/ mentor support networks**
How will preparation phase be evaluated? *Evaluating*	Sending organisations coordinate evaluation across all participants - surveys, questionnaires. Feedback to WP Leaders	End of training programme evaluation Self assessment of key competences against **Learner Competence Card** Through **peer mentoring groups** using **Measurement Tools** Self assessment on European Language Portfolio Europass On **E-Learning Platform**	End of training programme evaluation **Teacher Competence card** European Language Portfolio Europass **E-Learning Platform**	End of training programme evaluation **Mentor Competence card**
How do you organise feedback and procedures for change? *Reviewing*	Partners organise internal feedback. WP leaders collect data. Changes agreed at partner meetings.	Feedback after preparation phase to tutors **peer mentoring groups** using **Measurement Tools**	Feedback to internal project coordinator/work package leader	Feedback to host organisation
How do you ensure systematic feedback? *Reviewing*	Feedback built into project via reporting procedures. Regular feedback to WP leaders & partners at transnational/Skype meetings. Quarterly progress reports to Lead partner. Yearly reports to EACEA	Ongoing on **E-Platform** Peer mentoring group	Ongoing on **E-Platform**	

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How do you ensure that the results of the assessment/evaluation are being used *Reviewing*	Adjustment to deliverables by WP leaders, ready for "testing" on mobilities by learners **Mini Conferences**			

Implementation: International Work Exchange (Taster & 2 week placements)

Key Questions	Sending/Host Organisation	Learner	Teacher/Trainer	Mentor
How is the Mobility managed? *Planning*	Sending organisation responsible for travel/accommodation, insurance visa arrangements for **International work exchange** Host organisation responsible for identifying enterprises, cultural activities		In-country day to day management by accompanying tutor Liaison with Host tutor & Enterprise mentor	Liaison with accompanying tutor/host tutor
What monitoring arrangements are in place? *Doing*	Host organisation provides tutor to liaise between mentor and accompanying tutor	Self management-Learner responsible for carrying out & completing **International work exchange.** Ongoing monitoring on **E-Learning Platform**	Accompanying Teacher/Trainer responsible for pastoral support, vocational guidance **E-Learning platform**	Mentor responsible for implementation of on-the-job training programme. Work based supervision

MOBILE Quality Cycle

		E Learning platform **Peer mentor groups**	Seminars **Support networks** **E-Learning Platform**	**Teacher/ mentor support networks**
What Support is provided? *Doing*		**E Learning platform** **Peer mentor groups**	**Seminars** **Support networks** **E-Learning Platform**	**Teacher/ mentor support networks**
How do you ensure recognition of skills/competence acquired? *Doing*	MOBILE project is identifying **certification & qualification** routes. **E-Platform** will verify acquisition of competence, recognised by **Certificates** Feedback to WP CQC leader	Self assessment **on E-Learning Platform** Europass **Certificate**	**Europass** Validation of learner competence to **certificate**	Mentor feedback, reports
How are effective communications between all parties ensured? *Doing*	Establish appropriate communication channels prior to mobility	Regular meetings with work based mentor & accompanying tutor	Regular meetings with mentor, mentee and Host tutor Feedback to sending organisation	Regular meetings with mentee and accompanying tutor/host tutor

Evaluation: Post Mobility

Key Questions	Sending/Host Organisation	Learner	Teacher/Trainer	Mentor
What is the process for evaluation?	Host organisation feedback(external evaluation) Sending organisation coordinates evaluation across all participants & feedsback to WP Leaders	Learner evaluation of mobility experience Self assessment of personal development **Peer mentoring groups** using **Measurement Tools**	Self evaluation	Evaluation of mentoring process

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Which stakeholders participate in the evaluation process?	Organising tutors	Learners	Accompanying tutor/trainers Vocational tutors/trainers	Mentor Enterprises
How do you ensure that evaluation is relevant and systematic?	Qualitative & quantitative Data Collection Use of **Indicators & assessment criteria**	Use of assessment criteria and indicators **Competence Card E-Platform**	Use of assessment criteria and indicators **Competence Card E-Platform**	Use of assessment criteria and indicators **Competence Card**
When do you monitor, assess and evaluate	After preparation, during and after mobility	End of preparation, after mobility	End of teacher training, end of preparation programme, during and after mobility	At end of mentor training programme End of learner placement

Review: Post Mobility

Key Questions	Sending/Host Organisation	Learner	Teacher/Trainer	Mentor
How do you organise feedback and procedures for change?	Partners organise internal feedback. WP leaders collect data. Changes agreed at partner meetings. Changes made during finalisation of deliverables	Feedback after mobility to tutors	Feedback to internal project coordinator/work package leader	Feedback to host organisation

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How do you ensure systematic feedback?	Feedback built into project via reporting procedures. Regular feedback to WP leaders & partners at transnational/Skype meetings. Quarterly progress reports to Lead partner. Yearly reports to EACEA	**Ongoing on E-Plaform**	**Ongoing on E-Platform**	
How do you ensure that the results of the assessment/evaluation are being used	**Mini Conferences Finalisation of deliverables**. Data collection-participation rates, completion rates, achievement rates			