



Project Number: 2015-1-UK01-KA202-013823

Key Action 2: Cooperation for innovation and exchange of good practices

Intellectual Output 3

Toolbox for Implementation of the methodology



Index

Introduction.....	3
1. Memorandum of Understanding for VET Credit Accumulation and Transfer to Higher Education	4
2. Learning Agreement – Student Transferability for Studies.....	8
Conclusions.....	11
Appendix 1 - Memorandum of Understanding for VET Credit Accumulation and Transfer to Higher Education	12
Appendix 2 - Learning Agreement – Student Transferability for Studies.....	15

Introduction

Permeability between education systems and transparency of the educational pathways are necessary to support the mobility of Vocational Education & Training (VET) learners. The transferability of VET qualifications into the HE system through recognition of parity and, even moreso, acceptance of credit value is essential is ensuring that the value of VET qualifications is maximised and that learners are not required to repeat study and assessment to achieve the learning outcomes required for their progression.

In addition to supporting the learners, VET and HE providers are also able to benefit from increased permeability, transparency and transferability of VET qualifications into HE. VET learners present an increasingly recruitment market for HE providers, and formal recognition of the transferability of VET qualifications into HE can be a deciding factor for learners in their choice of HE provider and HE qualification. Additionally, VET providers with formally recognised progression pathways into HE will be more likely to attract ambitious and talented learners who are determined to progress to HE qualifications.

This ManuMobile Toolkit provides a Memorandum of Understanding (MoU), at Annex A, to agree transferability of qualification level and credit value between VET and HE, and a Learning Agreement, at Annex B, that is able to provide an individual learner with an agreed educational pathway from VET to HE. It is recognised that HE providers may well have internal processes and procedures for admissions and credit recognition but this toolkit is presented as a template for the minimum requirements necessary to support transferability of VET qualifications into HE.

This toolkit provides guidance on how the ManuMobile methodology is implemented in the MoU between HE and VET, and the Learning Agreement between HE and the VET learner.

1. Memorandum of Understanding for VET Credit Accumulation and Transfer to Higher Education

1.1. The transcript of the VET qualification(s) sets out the summary description of the qualification being offered by the VET provider. Using the ManuMobile methodology to describe the qualification in terms of the learning outcomes for Knowledge Application, Practical Application and Competences, the value of the qualification is defined by the EQF level, teaching hours, total expected workload and the proposed ECVET points. The following table illustrates how the summary would be completed for the European Welding Engineer, Technologist and Specialist diplomas delivered by the European Federation for Welding Joining and Cutting (EFWJ), which were the example qualifications considered in the development and testing of the ManuMobile methodology.

SUMMARY DESCRIPTION								
QUALIFICATION	KNOWLEDGE APPLICATION	PRACTICAL APPLICATION	COMPETENCES	EQF LEVEL	TEACHING HOURS	WORKLOAD (hours)	ECVET POINTS	ECTS CREDITS
EUROPEAN WELDING ENGINEER	Highly specialised and forefront knowledge including original thinking, research and critical assessment of theory, principles and applicability of welding related technologies.	Highly specialised problem- solving skills including critical and original evaluation, allowing to define or develop the best technical and economical solutions, when applying welding processes and related technologies, in complex and unpredictable conditions.	<p>Manage and transform the welding processes and related technologies in a highly complex context.</p> <p>Act as the full responsible person for the definition and revision of the welding and related personnel's tasks.</p>	7	448	819	75	
EUROPEAN WELDING TECHNOLOGIST	Advanced knowledge and critical understanding of the theory, principles and applicability of welding and related technologies.	Advanced problem-solving skills including critical evaluation, allowing to choose the proper technical and economical solutions, when applying welding and related technologies, in complex and unpredictable conditions.	<p>Manage the applications of welding and related technologies in a highly complex context.</p> <p>Act autonomously as the responsible person for the decision making and the definition of the welding and related personnel's tasks.</p>	6	309	464	45	
EUROPEAN WELDING SPECIALIST	Specialised, factual and theoretical knowledge of the theory, principles and applicability of the welding and related technologies.	Specialised range of cognitive and practical skills, allowing to develop solutions or choose the appropriate methods, when applying welding and related technologies, in common/regular problems.	<p>Manage and supervise common or standard welding applications and related technologies, in an unpredictable context.</p> <p>Take responsibility with limited autonomy for decision making in common or standard work and supervise the welding and related personnel's tasks.</p>	5	189	236	25	

1.2. Where the VET qualification has mandatory access conditions, it is important to include these in the agreement for the HE provider to consider in the overall value assessment of the qualification. Prior to study for the EWF diplomas, it is mandated that learners hold one of the following qualifications for entry to their chosen level of diploma, EWS, EWT or EWE.

EWS	a relevant qualification from an accredited program in accordance with the Dublin Accord for the professional qualification of engineering technicians	an engineering qualification at EQF Level 4	
EWT	a relevant qualification from an accredited program in accordance with the Sydney Accord for professional qualification of engineering technologists	a Short Cycle Bologna Framework engineering qualification	an engineering qualification at EQF Level 5
EWE	a relevant qualification from an accredited program in accordance with the Washington Accord for professional qualification of engineers	a First Cycle Bologna Framework engineering qualification	an engineering qualification at EQF Level 6

1.3. Negotiation between the VET provider and the HE provider will be necessary to form a general agreement on the level and value of the Learning Outcomes to be considered under the MoU. The intention is to have the ECVET points value accepted fully at the proposed EQF level as ECTS points transfer into the HE qualification programme. Of course, it is possible that the HE provider may have additional restrictions on the amount and level of credit that can be transferred, and these restrictions will be the basis for negotiation of the actual ECTS points recorded in the signed MoU.

Qualification	EQF Level	ECVET Points	ECTS Points	Receiving Qualification Framework	Agreed Transfer Level	Agreed Credit Transfer Value	Agreed Qualification Validity Period	Agreed Qualification Assessment Language Requirements	Programme Restrictions
EWS	5	30							
EWT	6	50							
EWE	7	75							

Note: Details of mobility arrangements for the individual should be listed in the Learning Agreement.

2. Learning Agreement – Student Transferability for Studies

2.1. The Learning Agreement is a defined arrangement for an individual learner to progress through the selected VET qualification and into an HE qualification programme by transferring the agreed ECTS points defined in the associated MoU. The Learning Agreement will be specific to one student, one VET provider and one HE provider. The actual VET qualification being studied and the details of the programme being followed by the learner will be recorded in Table A.

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
VET Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
HE Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

<i>Study Programme at the Vocational Education and Training Institution</i>				
Table A	Planned period of the education: from [month/year] to [month/year]			
	Component code (if any)	Component title at the VET Institution (as indicated in the MoU)	Semester [e.g. autumn/spring; term]	Number of ECVET points to be awarded by the VET Institution upon successful completion
	IWE	TWI Diploma in Welding Engineering	Modules 1 to 4	75
				Total: 75
Reference of the MoU describing the credit agreement for the learning outcomes: <i>[web link to the relevant information]</i>				

2.2. Where the learning pathway includes an international mobility, the level of language competence will be important to the receiving HE provider.

The level of language competence in _____ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

2.3. The HE qualification and recognition of ECTS points to be transferred into it will be recorded in Table B.

<i>Recognition of credit accumulation and transfer at the Higher Education Institution</i>				
Table B	Component code (if any)	Component title at the Higher Education Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS points (or equivalent) to be recognised by the Higher Education Institution
	M010	MSc in Welding Engineering	One year full-time	75
				Total: 75
Provisions applying if the student does not complete successfully some educational components: [<i>web link to the relevant information</i>]				

Conclusions

The Memorandum of Understanding (MoU) and Learning Agreement are intended to provide formal recognition of the transferability of VET qualifications into HE programmes. The formal agreements will need to be negotiated on an individual basis between VET providers and HE providers but it is anticipated that increasing utilisation of the ManuMobile Toolkit will increase the general recognition of VET qualification level and credit value. The increased transparency of the learning pathways and the improved mobility of VET learners will contribute to enhanced value of VET programmes, greater recruitment of VET learners into HE programmes, and will enable more rapid progression of VET qualified individuals. Widespread implementation of the ManuMobile Toolkit in VET and HE will support engineering and manufacturing success through seamless development of technicians, technologists and engineers in line with their career aspirations and industrial employer requirements.

Appendix 1. Memorandum of Understanding for VET Credit Accumulation and Transfer to Higher Education

Appendix 2. Learning Agreement – Student Transferability for Studies

Appendix 1 - Memorandum of Understanding for VET Credit Accumulation and Transfer to Higher Education

1 – General Objective

This Memorandum of Understanding (MoU), aims to establish the conditions for a **national/international** Vocational Education and Training (VET) mobility programme between partners from different **institutions/countries**.

It is a voluntary partnership agreement and sets the general framework of cooperation and networking within the partnership, regarding the recognition of Learning Outcomes within the **Name of the Project/Training Program/Qualification**.

2 – Period of Eligibility

The period of eligibility of the agreements set down in the MoU is from **Month/Year** to **Month/Year**.

3 – Information about the Partners

Partner A

Name of the Organization	
Type of Organization	
Address	
City	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

Partner B

Name of the Organization	
Type of Organization	
Address	
City	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

4 - Transcript of the VET qualification(s)

SUMMARY DESCRIPTION								
QUALIFICATION	KNOWLEDGE APPLICATION	PRACTICAL APPLICATION	COMPETENCES	EQF LEVEL	TEACHING HOURS	WORKLOAD (hours)	ECVET POINTS	ECTS CREDITS

5 – General Access Conditions for the VET qualification(s)

6 – General agreement on the Units of Learning Outcomes that can be considered under the present MoU

Qualification	EQF Level	VET Points	ECTS Points	Receiving qualification framework	Transfer level	Transfer value	Reed alification validity period	Reed alification assessment language requirements	Programme restrictions

Note: Details of mobility arrangements for the individual should be listed in the Learning Agreement.

7 – Responsibilities

Responsibility for:	Partner A (sending organization)	Partner B (hosting organization)
Signature of learning agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sending information package		<input checked="" type="checkbox"/>
Assessment of Learning Outcomes		<input checked="" type="checkbox"/>
Accompanying Tutorship		<input checked="" type="checkbox"/>
Recognition of Learning Outcomes	<input checked="" type="checkbox"/>	

Note: Provide further information when necessary, e.g., health insurance, travel insurance, arrangements on employment, etc...

8 – Signatures

By using this MoU, we accept each other's status as competent organizations, as well as each other's quality assurance, assessment, validation, recognition criteria and procedures as appropriate for the purpose of transferring credits between the named programmes.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year written above and here below.

City, date

SIGNED for and on behalf of

SIGNED for and on behalf of

XXX (partner representative)

XXX (partner representative)

Signature

Signature

Name

Name

Role

Role

XXX (partner representative)

XXX (partner representative)

Appendix 2 - Learning Agreement – Student Transferability for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
VET Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
HE Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Study Programme at the Vocational Education and Training Institution

Planned period of the education: from [month/year] to [month/year]

Table A

Component code (if any)	Component title at the VET Institution (as indicated in the MoU)	Semester [e.g. autumn/spring; term]	Number of ECVET points to be awarded by the VET Institution upon successful completion
			Total: ...

Reference of the MoU describing the credit agreement for the learning outcomes: [*web link to the relevant information*]

The level of language competence in _____ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2
Native speaker

<i>Recognition of credit accumulation and transfer at the Higher Education Institution</i>				
Table B	Component code (if any)	Component title at the Higher Education Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Higher Education Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

Commitment

By signing this document, the student, the VET Institution and the Higher Education Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. For Erasmus+ mobilities, the VET and HE Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The VET Institution confirms that the educational components listed in Table A are in line with the MoU and have been available to the student. The HE Institution commits to recognise all the credits or equivalent units gained at the VET Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person at the VET Institution					
Responsible person at the HE Institution					