



Friction Stir Welding European Qualifications

Intellectual Output 6  
Operational ECVET KIT  
User Guide

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Welcome to the **user guide for FSW-Tech Kit!**

This kit has the objective to support the lifelong learning process of trainees in mobility, with user friendly tools, aimig to the facilitate the transfer, recognition and accumuluation of the individual learning outcomes within training mobility processes.

The purpose of this guide is to associate a certain training course to the European Qualifications Framework (EQF) and the Nationals Qualifications Frameworks (NQF), in order to create bridges between organizations and trainees in different EU member states.

If everyone shares a common understanding on a certain professional/vocational training course, expressed through the expected learning outcomes and indicating in what level of specialized knowledge, skills and autonomy and responsibility this training will allow the trainee to be at a certain moment of the training, it will be easier to establish a Memorandum of Understanding between organizations, in order to provide the best and more adequate training in national or transnational mobility. Learning outcomes are a useful tool to map knowledge, skills and autonomy and responsibility associated to a certain training course: it allows all VET promoters and suppliers to understand and read the real learning outcomes involved in each course for further mutual recognition among different VET promoters. By clearly understanding the Learning Outcomes to achieve within a learning process (formal, informal or non-formal<sup>1</sup>), the establishment of a Memorandum of Understanding, and consequently the attribution of points regarding the recognition, validation and certification of the Learning Outcomes achieved, will be much easier.

Our ECVET Kit includes three tools:

### **01 – Memorandum of Understanding**

The Memorandum of Understanding (MoU) aims to establish the conditions for a national/international 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 and credit points (if applicable) within the European Welding Practitioner training course.

Each MoU is a unique document, adapted to the specific conditions within the agreement between organizations, and the specific context of the mobility as well. The MoU can be established within a national or transnational partnership, within two or more partners. Therefore, it must be adapted to each specific context. Nevertheless, all MoU must cover the following items:

- General objective of the MoU;
- Period of Eligibility;
- Information about the Partners
- Information about the training program or qualification concerned;
- General agreement on the Units of Learning Outcomes that can be considered under the MoU;
- Responsibilities;
- Quality Assurance;
- Conditions for the establishment of the Learning Agreement; and
- Signatures.

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<sup>1</sup> For further understanding of the concepts formal learning, informal learning, non-formal learning, check out the Cedefop Glossary, 2011 Ed.

## **02 – Learning Agreement**

If the MoU settles the framework between partners from different institutions/countries, the Learning Agreement brings to the main focus the most important part within the whole process: the Trainee.

The Learning Agreement structures the organization of the mobility period of training, and is signed between the partners and the Trainee.

It contains information about the Trainee and the partners involved in the MoU in the framework of the Mobility.

It can also contain, as an appendix, the description of the Units of Learning Outcomes established for the mobility period, the Personal Transcript, in which the assessed Learning Outcomes are registered, and also the rules and regulations of the host Organization.

Both partners and the trainee must have a copy of the Learning Agreement.

## **03 – Personal Transcript**

In FSW-Tech Kit, the Personal Transcript is an appendix of the Learning Agreement.

It is the document in which the Host Organization states the trainee's assessed learning outcomes. Its purpose is to provide evidence that learning outcomes have been successfully achieved by detailing the trainee's assessed learning outcomes or units awarded within the established mobility and the assessment and verification processes undertaken.