



How to Fill in the Europass Mobility

What is EUROPASS and what can I use it for?

Europass is a portfolio of competence that will help trainees to bring forward their competences when they will apply for an education or a job in any EU-country.

Through Europass merits and qualifications are described in the same way and are equally valued in the whole of EU. Europass offers 5 documents that aim to help students and employees to clarify their competences and skills and make it easy to understand them within Europe.

1. Europass C.V.
2. Europass Language Passport
- 3. Europass Mobility**
4. Europass Certificate Supplement
5. Europass Diploma Supplement

More information about Europass documents:

<http://europass.cedefop.europa.eu/europass/home/hornav/Introduction.csp>. On this site also filled in examples (pdf) of a Europass Mobility can be downloaded in different languages.

The Europass Mobility document

Europass Mobility is a personal document, which is used to record an internship period. Many National Agencies for Leonardo projects require this document.

Before leaving his home country the trainee will have received a copy of his Europass Mobility, on paper and also digitally, with **part 1, 2 the first half of 3 and part 4**, filled in by the coordinator or mentor of the sending organisation.

On arrival **the second half of part 3** of the document will have to be stamped or signed by the host organisation, usually the coordinator of the partner school takes care of this.

The trainee will present **part 5A** of the document to the supervisor at the end of the internship period. The trainee, the accompanying teacher or the coordinator of the host school will explain to the supervisor why it is important to fill in this document often help him filling it in. **Part 5A describes:**

- Activities/tasks carried out
- Job-related skills and competences acquired
- Language skills and competences acquired
- Computer skills and competences acquired
- Organisational skills and competences acquired
- Social skills and competences acquired
- Other skills and competences acquired

When the supervisor has filled in part 5A, he has to print it out, sign it (and stamp it) and give it back to the trainee. He can also e-mail the filled in (and scanned) document to the coordinator at the sending school.

Also the trainee should sign it. When he is back at home the trainee should give Mobility document part 3 to 5 to the coordinator. He will then put all Europass documents in a portfolio, make a copy for his National Agency, and hand the portfolio over to the trainee.