

Mob4App Self Assessment Tool

Aim

The Mob4App Self-Assessment Tool is a free online self-reflection tool to help organisations assess their level of readiness for designing and implementing long-term mobility for apprentices.

The Mob4App self-assessment tool will help your organisation understanding:

- 01 What competence areas you need
- 02 What is your level in each area
- 03 How you can improve

Mob4App project

Long-term mobilities
for apprentices

www.mob4app.eu

MMOB4APP - Strengthening VET professionals for promoting cross-border mobility in apprenticeships” is an Erasmus+ Strategic Partnership - KA202 Development of innovation project.

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Project website: www.mob4app.eu

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How to use the MOB4APP Self-Assessment Tool?

The self-assessment process that we propose is very simple and intuitive and is divided into five main competence areas so that you can compare your knowledge and preparation with what is required.

01

- Area A- European and national regulation and procedures. It is very important to know the European framework and national regulations to be followed in the transnational mobility of apprentices.

02

- Area B- Management competencies are extremely important in planning, organising and managing long-term mobility of apprentices.

03

- Area C - Competencies in human capital development. The company should invest in the development of their employees, motivate them to work in the global market, learn languages and other skills needed for internationalisation.

04

- Area D - Intercultural competence allows interaction with people from different countries and understanding their traditions, values, and culture.

05

- Area E - International relationships development competence is important if the company wants to build strong and successful international business relationships with its European partners.



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How to use the MOB4APP Self- Assessment Tool?

Each area dealing with specific questions which are answered on a five-point scale and generally consist of a statement with which the respondent can agree or disagree (European Commission, 2020a):

- Strongly disagree
- Disagree
- Slightly agree
- Agree
- Strongly agree

How to access

MOB4APP Self-Assessment Tool is available online.

[Part1: Area A-European and national regulation and procedures and Area B- Management competencies.](#)

[Part2: Area C - Competencies in human capital development.](#)

[Part3: Area D - Intercultural competence and Area E - International relationships development competence.](#)

Almost all questions are phrased in such a way that they allow reflections on a specific topic. A particular feature of the tool is that the questionnaires are also customisable and can be adapted to the needs of the target group.

Once the respondent has run the Mob4App self-assessment tool, they will receive their final score. Based on the identified profiles, respondents can check the profile corresponding to their score. The profile will show strengths and areas that can be further improved. Based on the result, the companies can start a discussion, develop an action plan and, by taking Mob4App Self-Assessment Tool several times, monitor its evolution over time.

Depending on the identified proficiency level, the user might be suggested to read the materials developed by MOB4APP, such as the Toolkit for Companies, or to use other tools available from the project.



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Questionnaires

Area A- European and national regulations and procedures.

1. In our organisation, we have a mobility apprenticeship's strategy.
2. Our organisation is aware of the possibility of sending and/or hosting foreign apprentices.
3. Our organisation is aware of the European recommendation and national regulations to be followed in transnational mobilities for apprentices.
4. Our organisation knows the official sources where to find information with respect to contractual and legal procedures transnational mobilities for apprentices
5. Our organisation has policies, procedures and/or mechanisms to ensure that apprenticeship mobilities are in line with national laws and regulations and with the principles contained in the European standards.

Area B- Management competencies

6. Our organisation knows its role and responsibility during an apprenticeship abroad
7. Our organisation has a person/department responsible for the administrative and bureaucratic procedures required during the apprenticeship abroad.
8. Our organisation knows and/or has contacts with the local/national reference point that can provide the steps to be followed/key information on mobility management.
9. Our organisation is aware of the public funding available to support the realisation of apprenticeships, also abroad.
10. Our organisation is able to apply for and manage public funding to support the realisation of apprenticeships, also abroad.



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Questionnaires

Area C - Competencies in human capital development

11. Our organisation usually works together with education and training partners to identify the skills and competencies required for each apprenticeable occupation.
12. Our organisation has internally a person in charge of managing the advancement and progression of the apprentices involved in mobility experiences.
13. Our organisation invests in continuous professional development and sharing of best practices for its staff.
14. Our organisation uses a specific Management Information System to collect data on apprenticeships and to monitor performance and achievements.
15. Our organisation has mechanisms to evaluate the success of the apprenticeship and to learn what worked or what needs to be improved.
16. The feedback we receive during and after the mobility are used to refine our apprenticeship programme abroad.

Area D - Intercultural competence

17. Our organisation is aware of the largest structural barriers leading to racial, gender, and other equity gaps in education and labour market outcomes.
18. Our organisation is able to communicate between the parties involved in the apprenticeship abroad.
19. Our organisation is able to support the success of diverse learners in apprenticeships, including targeted support.
20. Our organisation has a person/department responsible for support and guidance during the mobility of the apprentice with regard to the cultural aspect.



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Questionnaires

Area E - International relationships development competence

21. Our organisation is aware of the needs of the European labour market and the major skills shortages its sector faces, now and in the future.
22. Our organisation invests in apprenticeships abroad to overcome skills shortages in its sector.
23. Our organisation has international partnerships to support apprenticeship development.
24. Apprenticeship certification is widely recognised by employers, as in our case, allowing transferability to the labour market.
25. Our organisation uses digital platforms (Internet, social media, etc.) and/or intermediary agencies to contact potential apprentices or to post job offers.



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Profiles

Area A- European and national regulation and procedures + Area B- Management competencies

PROFILE 1 (0-20 score achieved) LET'S START!

It seems that the skills required to plan and manage an apprenticeship abroad according to European recommendations and national standards are new to you. Would you like to learn more about these skills and their application? If so, we suggest you to put in contact with us ([link](#)). We are glad to guide you in this new experience!

PROFILE 2 (21-39 score achieved) NOT BAD!

You already have some basic knowledge in this area, but if you want to feel more confident and have a trail to follow, we have prepared a document for you containing all the key information ([Toolkit-Part1](#); [Toolkit-Part2](#)). We are confident that you will be able to successfully put your acquired knowledge into practice.

PROFILE 3 (40-50 score achieved) SUPER!

You seem to have all the information you need to move on your own in this area. You can always check out our Toolkit ([Toolkit-Part1](#); [Toolkit-Part2](#)), which also contains insights and tips for those who already have experience. Please do not hesitate to contact us if you would like to share your activities. We have created an online community ([link](#)) to facilitate this kind of sharing and why not, get in touch with other European organisations!

Profiles

Area C - Competencies in human capital development

PROFILE 1 (0-12 score achieved) LET'S START!

It seems that the skills required to manage human resources in an apprenticeship abroad are new to you. Would you like to learn more about these skills and their application? If so, we suggest you to put in contact with us. We are glad to guide you in this new experience!

PROFILE 2 (13-20 score achieved) NOT BAD!

You already have some basic knowledge in this area, but if you want to feel more confident and have a trail to follow, we have prepared a document for you containing all the key information (Toolkit-Part1; Toolkit-Part2). We are confident that you will be able to successfully put your acquired knowledge into practice.

PROFILE 3 (21-30 score achieved) SUPER!

You seem to have all the information you need to move on your own in this area. You can always check out our Toolkit (Toolkit-Part1; Toolkit-Part2), which also contains insights and tips for those who already have experience. Please do not hesitate to contact us if you would like to share your activities. We have created an online community ([link](#)) to facilitate this kind of sharing and why not, get in touch with other European organisations!

Profiles

Area D - Intercultural competence + Area E - International relationships development competence

PROFILE 1 (0-20 score achieved)

LET'S START!

It seems that the skills required to operate in an international environment are new to you. Would you like to learn more about these skills and their application? If so, we suggest you to put in contact with us ([link](#)). We are glad to guide you in this new experience!

PROFILE 2 (21-30 score achieved)

NOT BAD!

You already have some basic knowledge in this area, but if you want to feel more confident and have a trail to follow, we have prepared a document for you containing all the key information (Toolkit-Part1; Toolkit-Part2). We are confident that you will be able to successfully put your acquired knowledge into practice.

PROFILE 3 (31-45 score achieved)

SUPER!

You seem to have all the information you need to move on your own in this area. You can always check out our Toolkit (Toolkit-Part1; Toolkit-Part2), which also contains insights and tips for those who already have experience. Please do not hesitate to contact us if you would like to share your activities. We have created an online community ([link](#)) to facilitate this kind of sharing and why not, get in touch with other European organisations!

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