

# OPIS PROCESOV

## M4 – Prilagajanje mobilnosti (glede na posamezne vidike)

### Disclaimer

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

KONČNA VERZIJA

Marec 2016



## O2 – opis procesov

PROCES M4	
Naslov procesa:	Prilagajanje mobilnosti (glede na posamezne vidike)
Upoštevanje načel Listine o kakovosti v mobilnosti.	personalizacija

### A) Splošne definicije

<b>Splošni razlog / namen postopka:</b>	Prilagajanje delovanja mobilnosti z namenom, da se ujamejo z vsemi opredeljenimi pričakovanji vseh strank na vseh nivojih.
<b>Splošna odgovornost procesa:</b>	Organizacije pošiljateljice ali organizacije posrednice

### B) Opredelitev dobavitelja, vložka, procesa in naročnika (del S.I.P.O.C)

Definicija „S I P O C“	Kdo bo prejel korist od tega procesa? (Stranka)	Učenec, organizacija pošiljateljica, organizacija posrednica, organizacija gostiteljica
	Kdo bo zagotovil informacije za postopek? (Dobavitelj?)	Organizacija pošiljateljica, organizacija posrednica, organizacija gostiteljica, učenec
	Kaj bo rezultat tega procesa? (Izid)	Zapis na seznamu za personalizacijo mobilnosti
	Zaradi česa se bo postopek pričel? (Vložek)	Sporazum o pričakovanjih (spretnosti, znanje, competence in reference glede na EQF)

### C) Opredelitev tarč in ciljev procesa

		CILJ	KAKO MERITI
Kriteriji kakovosti (tarče & cilji)	Cilj	Uporaba usklajene in priznane metode preverjanja znanja in kompetenc	
	Cilj	Na podlagi rezultatov se definira učna pogodba	
	Cilj		
	Cilj		



O2 – opis procesov

**D) Definition of process steps**

	Supplier xy...	...is doing what	...for the customer xy	obligatory information and documentation
chronologically definition of actions	Sending organisation or intermediary organisation...	... verifies skills and competences including language skills...	...for the hosting organisation, for learner	Information: Harmonised methods of competence verification Documentation:
	Sending organisation or intermediary organisation...	...defines a development plan to minimize the gap between results of verification and status quo of skills and competences of learners including language skills and the required level...	...for the learner, a hosting organisation	Information: Documentation: Results of verification, development plan
	Sending organisation or intermediary organisation...	...implements the development plan...	...for the learner and hosting organisation	Information: Documentation: Monitoring of learning results
	Hosting organisation or intermediary organisation...	...elaborates and provides logistical, organisational and supporting aspects for mobility actions...	...for the learner	Information: Documentation: Checklist for personalisation of mobility action



## E) Information and considerable documents

	DOCUMENT	SHORT DESCRIPTION	AVAILABLE
Information and considerable documents	Harmonised methods of competence verification	Standardised methods and documents to verify knowledge, skills and competencies	<a href="http://www.remoproject.eu">www.remoproject.eu</a> database
	checklist of personalisation and development plan	Guideline for considering all necessary steps in the relevant development processes	<a href="http://www.remoproject.eu">www.remoproject.eu</a> database



O2 – opis procesov

**F) Visualization of the process**

