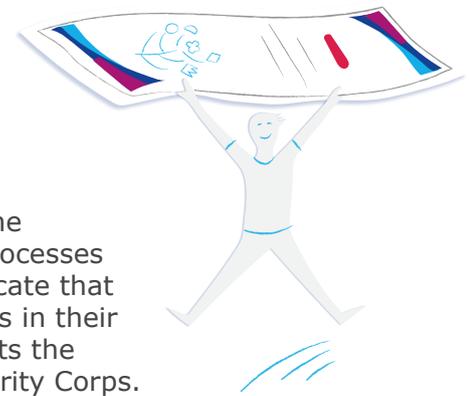
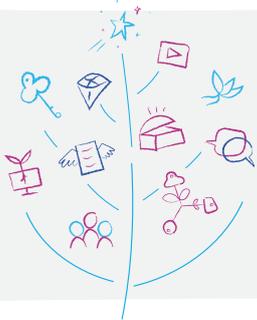


# YOUTHPASS in Traineeships and Jobs



## WHAT IS YOUTHPASS?

Youthpass is a tool to document and recognise the outcomes of non-formal and informal learning processes in European projects. It is an empowering certificate that describes the competences developed by learners in their own words. In this sense, Youthpass complements the certificate of participation in the European Solidarity Corps.



## WHY USE YOUTHPASS?

Youthpass process helps to increase the value of the project as a learning experience. Going through the Youthpass process, the trainees and employees develop a greater awareness of the professional and personal competences they enhance during a project. Thus, the Youthpass process helps to improve the quality of a project by supporting participants' personal, educational, social, civic and professional development.

## WHO CAN RECEIVE A YOUTHPASS CERTIFICATE AND WHO IMPLEMENTS THE YOUTHPASS PROCESS?

All European Solidarity Corps trainees and employees are entitled to receive recognition for their learning process and outcomes. This can be done through the Youthpass certificate. If the participants wish to go through the Youthpass process, the project organisers are responsible for making Youthpass available and supporting the learning and reflection process.

The Youthpass process continues throughout the project life cycle.



During the **planning and preparation phases**, it is necessary to inform the trainees and employees about the possibility of receiving a Youthpass certificate and the importance of paying attention to learning throughout the project. It is a good idea to invite them to think about their learning goals and perhaps even draw up a learning plan – in other words, to consider what would help them achieve a certain goal and who to ask for help along the way. This is most effective when done with the help of a support person such as a mentor or supervisor, where available.

 *If the project foresees an Advanced-Planning Visit, this presents a great opportunity to put the focus on learning and setting up a learning plan.*



**During the placement**, it is important to allow for some time and space for dialogue and reflection and to remind the participants to reflect regularly on their experience. They can record their learning - by keeping a diary, making video recordings or using any methods they prefer - throughout the project to help create the basis for their Youthpass. Where possible, opportunities could be created for them to reflect on their learning in a variety of ways – such as individually or in peer groups – to enrich the evaluation. Regular trainings and meetings with mentors or supervisors that include feedback and evaluation are valuable opportunities to insert these reflection moments in the project and discuss learners' progress.

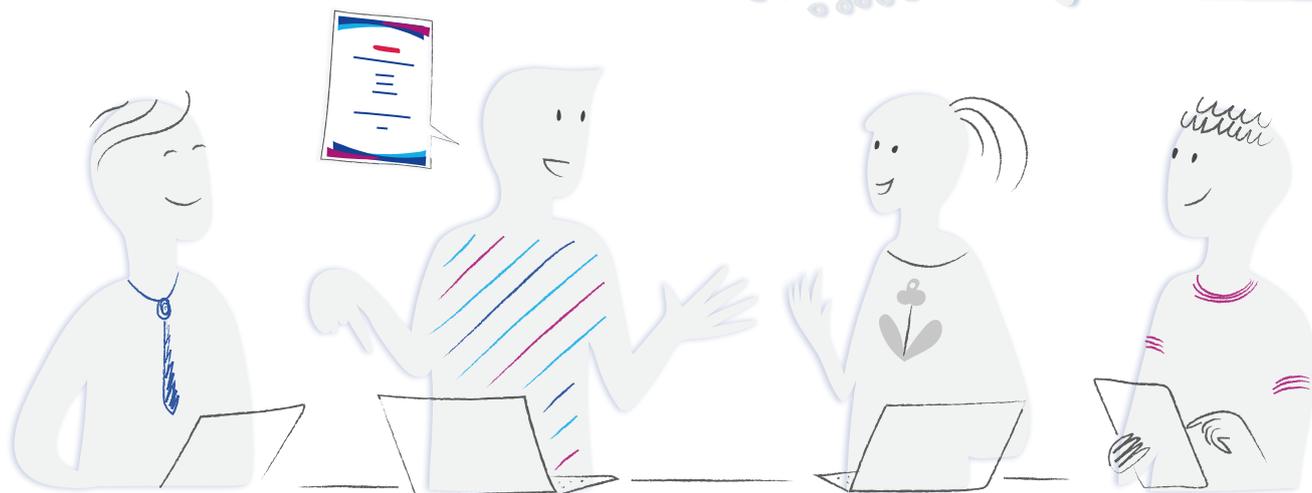
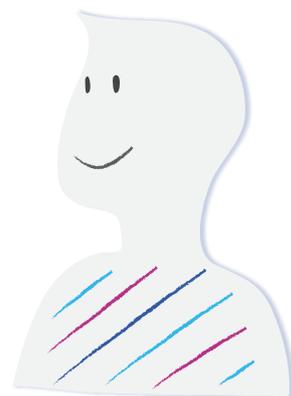


Towards the **end of the placement and during the follow-up phase**, the trainees and employees should be invited to write up their learning outcomes for the certificate following the Key Competences for Lifelong Learning framework. The Youthpass certificates contain a separate section on "Professional Competences", where participants can note down the learning outcomes connected to their tasks. Some may benefit from advice or examples of how to formulate learning outcomes.

 *The learning outcomes can be written by the trainees and employees themselves following a self-assessment process. The supervisors, if they so wish, can provide an overall evaluation in a separate dedicated section of the Youthpass.*

## HOW TO WORK ON YOUTHPASS

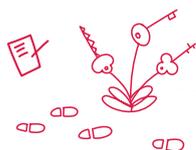
The project organisers use the Youthpass website to create the certificates. They enter the project information and invite the trainees and employees to edit their personal data and write up their learning outcomes. Once they have finished editing their personal information, the certificates can be issued through the website.



To see some of our favourite resources, please have a look at the publications section of [youthpass.eu](http://youthpass.eu):

-  **Youthpass Unfolded** provides practical tips and hands-on methods on the Youthpass process
-  **One 2 One** has details on individual support for learning
-  **Valued by You, Valued by Others** describes how to support reflection on learning and how to formulate learning outcomes on Youthpass.

More information on Key Competences for Lifelong Learning, step-by-step instructions on creating certificates and certificate examples can be found under the Help & Instructions section of [youthpass.eu](http://youthpass.eu).



WE WISH YOU A WONDERFUL PROJECT FULL OF LEARNING!



Your Youthpass Team

Youthpass is the recognition instrument for the European Solidarity Corps and Erasmus+: Youth in Action programmes. The Youthpass certificate helps to recognise the participation in the projects as an educational experience and a period of non-formal learning.

SALTO Training and Cooperation Resource Centre is responsible for the implementation of the Youthpass strategy across Europe. You can contact the Youthpass Team at [youthpass@salto-youth.net](mailto:youthpass@salto-youth.net).

Further support on Youthpass is available from Youthpass Contact Persons in each National Agency.

**Youthpass**

**SALTO**  
TRAINING &  
COOPERATION

