

# PROCESS DESCRIPTION

## M3 – Doing an assessment of language skills

### 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.

FINAL VERSION

March 2016

PROCESS M3	
Title of the process:	Doing an assessment of language skills
Involved principles of the charta of quality in mobility.	Linguistic aspects

### A) General definitions

<b>General reason / purpose for the process:</b>	To verify the language skills of a learner to be able to fully participate in and comprehend tasks during mobility actions.
<b>General responsibility of process:</b>	Sending organisation, intermediary organisation

### B) Definition of Supplier, Input, Process and Customer (part of S.I.P.O.C)

Definition of „S I P O C“	Who will receive a benefit from this process? (Customer)	Hosting organisation, learner, intermediary organisation
	Who provide information for the process? (Supplier?)	Learner, European Commission (providing tools), hosting organisation
	What will be the result of this process? (Outcome)	Result of language assessment on technical and/or general level based on the Common European Reference Framework for Languages
	Because of what, the process will start? (Input)	Agreement on frame conditions, agreement of defined expectations on language skills

### C) Definition of targets and goals of the process

		GOAL	HOW TO MEASURE
Criteria of quality (targets & goals)	Goal	Having a valid result from of a language assessment.	Confirmation of external institution

## 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...	...are fixing the date for the language assessment...	...for the learner	Information: --- Documentation: ---
	Sending organisation or intermediary organisation...	...will ask for the technical language glossary and receive them ...	...from the hosting organisation	Information: --- Documentation: Record of technical language glossary
	Hosting organisation...	...will define the level of language skills required...	...for the learner	Information: Common European Reference Framework for Languages – definition of fixing of the language skills Documentation: Record of definition of level of language skills
	Certified body or other institutes ...	...will do the language assessment by using recognized methods...	...with the learner	Information: --- Documentation: Online linguistic support (OLS, Erasmus+), Record of assessment result
	Hosting organisation or intermediary organisation...	...will verify the results of the assessment and compare with the expectations...	...for Hosting organisation or intermediary organisation	Information: --- Documentation: Conclusion of verification of assessment results
	Hosting organisation or intermediary organisation...	...will provide information about the result of the assessment	...for learner, sending organisation / legal guardians	Information: Conclusion of verification of assessment results Documentation: ---

## E) Information and considerable documents

	DOCUMENT	SHORT DESCRIPTION	AVAILABLE
Information and considerable documents	Record of technical language glossary	Alphabetical list of terms or words found in or relating to the specific subject of the mobility action	no harmonization  www.remoproject.eu database
	Common European Reference Framework for Languages – definition of fixing of the language skills	The Common European Reference Framework for Languages: Learning, Teaching, Assessment, abbreviated as CERF or CEF, is a guideline used to describe achievements of learners of foreign languages across Europe and, increasingly, in other countries.	 <a href="http://www.coe.int">http://www.coe.int</a>  www.remoproject.eu database
	Record of definition of level of language skills	Definition of level by the hosting organisation	Hosting organisations
	Online linguistic support (OLS, Erasmus+)	The Online Linguistic Support (OLS) has been designed to assist Erasmus+ participants in improving their knowledge and command of the language in which they will work, study or volunteer abroad so that they can make the most out of this experience. As the lack of language skills remains one of the main barriers for the participation in European education, training and youth mobility opportunities, the OLS makes linguistic support accessible in a flexible and easy way.	 <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/online-linguistic-support_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/online-linguistic-support_en.htm</a>  www.remoproject.eu database
	Record of assessment result and conclusion of verification	Done by accepted organisations (result) and hosting organisations (conclusion)	no harmonisation

## F) Visualization of the process

